

Richland County Committee

Agenda Item Cover

Agenda Item Name: Letter of Engagement with Labor Attorney

Department	Administration	Presented By:	Administrator
Date of Meeting:	22 Jan 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Committee Structure (0),(N)
Date submitted:	18 Jan 2021	Referred by:	

Recommendation and/or action language:

Motion to ... motion to enter in to a 2021 agreement for Legal Services with Attorney Jon, Anderson, Husch Blackwell LLP.

Background: *(preferred one page or less with focus on options and decision points)*

Attorney Anderson has represented the county as consultation and legal support regarding Union Negotiations and employment law for many years. The proposed letter of engagement established terms of services (as/when provided), and established a formal attorney-client relationship with Attorney Anderson and Husch Blackwell LLP.

We are anticipating Attorney Anderson's service in Collective Bargaining negotiations with our law enforcement officers represented by the Wisconsin Professional Police Association in the late spring and early summer of 2021.

Attachments and References:

Copy of proposed Agreement	
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Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

\$Pending amount of service and time.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Jon E. Anderson
Partner

33 E. Main Street
Suite 300
Madison, WI 53703
Direct: 608.234.6016
Fax: 608.258.7138
jon.anderson@huschblackwell.com

January 15, 2021

VIA E-MAIL

Mr. Clinton Langreck
County Administrator
Richland County
181 West Seminary Street
Richland Center, Wisconsin 53581

Re: Agreement for Legal Services

Dear Mr. Langreck:

Thank you for selecting Husch Blackwell LLP to provide legal services. This letter is to confirm our discussion about the engagement and to set forth the terms under which we will provide the requested services.

Client and Scope of Representation. Our client for this engagement will be Richland County. It is understood that, in the absence of written agreement to the contrary, our work in connection with this engagement shall not be considered to create an attorney-client relationship between us and any other persons or entities related to Richland County, including parents, subsidiaries, shareholders, partners, members, or other affiliates, and thus our sole client for this engagement shall be Richland County. We will not consider entities affiliated with Richland County as our clients for the purpose of checking future conflicts of interest.

We are being retained to represent you in 2021 general labor and employment law as well as 2021 collective bargaining services. In the event that we are asked to provide additional services, we will confirm such engagement in writing. Absent specific modification, any additional services will be governed by the terms and conditions of this agreement.

Conflicts. As we have discussed, Husch Blackwell LLP has a number of offices and represents many clients on a regional or national basis. Some of the clients we represent may be your competitors, vendors or customers. It is possible that some of our present or future clients will ask us to represent them in disputes or other matters where their interests are adverse to Richland County's during the time we are providing legal services to you. It is also possible that we will represent, or be asked to represent (in other matters), parties whose interests are adverse

to yours in this or a future matter in which we represent you. Both of these situations would create a conflict of interest under our ethical rules which would prohibit us from undertaking the simultaneous representations without the waiver and consent of both clients. Therefore, as a condition to our undertaking this engagement, you agree that our firm may represent existing or new clients whose interests are adverse to yours in all types of matters, including litigation, that are not substantially related to the matters in which we represent you. You further agree that we may undertake to represent parties to whom you are adverse in matters in which we represent you, provided again that we do so only in matters that are not substantially related to our work for you. You could, of course, choose not to waive these conflicts of interest, in which case we could decline to undertake this representation of Richland County. Because the validity and enforceability of these conflict waivers are essential conditions to the firm's willingness to accept this engagement, and the firm would not accept the engagement but for these waivers, you agree that, if the validity or enforceability of these waivers is ever challenged or revoked, we may withdraw from representing you and continue to represent our other clients, even in matters directly adverse to Richland County, including litigation.

Fees and Expenses. Our fees are based on the amount of time we devote to a project. Any estimates of fees that we may give from time to time are based on our judgment of the circumstances at a given time, and actual fees may be more or less than the estimated amount. Any estimate of fees or costs we provide thus may not be considered as a minimum, maximum, or fixed fee quotation.

I will be the responsible attorney for this engagement, but other attorneys and legal assistants may assist with the engagement. We ask that you agree that we may use such personnel as is appropriate in our professional judgment. Our hourly rates for attorneys range from \$350 to \$925 for partners of the firm and \$290 to \$550 for associates. The firm also employs paralegals and their rates range from \$160 to \$370. Other professionals employed in certain specialty areas have rates that range from \$180 to \$630. Our hourly rates are reviewed and adjusted periodically. Adjusted rates will be applicable to any work done after the effective date of the adjustment.

In litigation and matters requiring document productions, including third party and government subpoenas, investigations, and regulatory matters, electronically stored information is almost always implicated. For these matters, the firm uses the services of its Litigation Technology Department to meet the demands of electronic discovery and document management using the latest technological tools. The services provided by the firm's Litigation Technology Department require significant expertise. Services may include coordination and consultation on discovery materials, development and hosting of document review databases. Pricing for this work is set forth in the attached schedule. Additionally, it is the firm's policy to bill for providing responses to audit letter requests. Should this type of work materialize, we charge a flat rate of \$250 to \$2,000 based on the complexity of the request and the time and resources expended by the members of the audit letter team. The flat fee covers all of the work of our centralized audit letter team to prepare the audit letter response. The flat fee does not include the time the attorneys handling your matter(s) spend preparing descriptions of actual or potential loss contingencies, which may be billed separately.

We will bill on a monthly basis for our professional fees and for reimbursement of expenses incurred in connection with this engagement. A schedule of our charges for various services and incidental items is attached. We will generally not pay the fees and expenses of other service providers, such as consultants, local counsel, deposition reporters, experts, and the like, but will forward those bills directly to you for payment.

Payment shall be due upon receipt of our invoice. If we do not receive comment about the invoice within twenty days of the date of the invoice, we will assume you have reviewed the invoice and find it acceptable. Invoices not paid within thirty days of the invoice date will be subject to a late charge of 1% per month on the unpaid balance, commencing from the date of the invoice and continuing until paid. If an invoice remains unpaid more than ninety days after the invoice date, we may, consistent with our ethical obligations and judicial requirements, cease performing services for you until arrangements satisfactory to us have been made for payment of arrearages and future fees. You agree that, in such an event, we have the right to withdraw as your attorneys from any matter or proceeding in which we may be engaged.

Communications. In an effort to contain costs and to avoid duplication of services, we understand that we are to report to and take direction from you and/or the County Board Chair for this engagement. If you should prefer that we report to some other person, please let us know. We understand that you have approved the use of internet e-mail for communications concerning this matter. Our state ethics rules suggest that we remind you that the internet does not provide a totally secure method of communication, and e-mail may be copied and held by any computer through which it passes. Persons not participating in the communication may intercept e-mails, and e-mails stored on computers may be accessed by unauthorized parties. If you would prefer that we not communicate with you via e-mail, please advise me immediately.

Document Retention. Some materials related to our representation of you (e.g. administrative records, time and expense reports, personnel materials, and credit and accounting records) belong to us and will be handled in accordance with our document retention policy. Other materials (i.e. documents provided to us by you and the final version of documents that you retain us to create) are considered client files and belong to you. We will retain your client file for ten years or such longer period as required by statute or our firm's document retention policy. At your request, we will return your file to you or any other person designated by you. If, at your request, we retain your client files beyond their normal period of retention, such long-term storage will be at your cost. If you have not requested that we return your file or made arrangements for long-term storage, we may destroy or otherwise dispose of your client files after the retention period.

Limited Liability Partnership. Husch Blackwell LLP is organized as a limited liability partnership under Delaware law. This means every attorney in our firm who either directly performs or supervises legal services for you will have full professional responsibility and legal liability for those services, in addition to the firm itself. However, individual attorneys in the firm who have no direct involvement or supervisory role in your representation will not have any personal liability for the legal services performed by others in the firm.

Conclusion of Representation. Our relationship with you will be concluded when we have completed our agreed-upon services. In addition, and without limiting the preceding sentence, in the event we have performed no work for you or on your behalf for six consecutive months, you agree that our attorney-client relationship with you will be terminated.

It is understood that the terms of this letter and its enclosures constitute the terms under which we will undertake this representation. If you find the proposed engagement terms acceptable, please execute and return a copy of this letter for our file. If you do not agree to any of the terms of this letter and its enclosures, please call me as soon as possible within the next ten days to discuss. If I do not hear from you, it is understood that these are the terms of our representation.

Thank you again for selecting us for this engagement. We look forward to working with you.

Very truly yours,

HUSCH BLACKWELL LLP

By:



Jon E. Anderson
Partner

TLB
HB EGL v2021.01.05

AGREED:

RICHLAND COUNTY

By: _____
Name: _____
Title: _____
Dated: _____

Richland County Committee

Agenda Item Cover

Agenda Item Name: Engagement Letter with Auditors

Department	Administration	Presented By:	Administrator
Date of Meeting:	22 Jan 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Committee Structure (c) Rule 14
Date submitted:	18 Jan 2021	Referred by:	

Recommendation and/or action language:

Motion to ... recommend resolution to the County Board to enter an engagement with Johnson Block, for 2020 single audit.

Background: *(preferred one page or less with focus on options and decision points)*

Johnson Block has supported Richland County for the last several years in performing our audits. This letter commits us to Johnson Block and defines scope, process and projected fees associated with the service.

Attached is the engagement letter for the 2020 financial and single audit. The fee increased by 4.75% compared to last year.

Attachments and References:

Copy of Agreement	
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Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Base fee estimates \$30,100 to \$33,100

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)



December 7, 2020

Victor Vlasak, County Clerk-Administrator
and Members of the Finance Committee
Richland County
P.O. Box 310
Richland Center, Wisconsin 53581

Dear Mr. Vlasak and Members of the Finance Committee:

Enclosed is an engagement letter to perform audit and accounting services for Richland County, Wisconsin for the year ending December 31, 2020.

Please obtain signatures for the engagement letter where indicated and return it to us. Please feel free to contact our office should there be questions on this or any other matter. We appreciate the County's confidence in our firm and look forward to working with you again.

Sincerely,

A handwritten signature in black ink that reads "Carrie Leonard".

Carrie Leonard, CPA

Enclosure



December 7, 2020

Finance Committee of the Richland County Board of Supervisors and County Clerk-Administrator
Richland County
P.O. Box 310
Richland Center, Wisconsin 53581

We are pleased to confirm our understanding of the services we are to provide for Richland County, Wisconsin for the year ended December 31, 2020. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Richland County, Wisconsin as of and for the year ended December 31, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to accompany Richland County, Wisconsin's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Richland County, Wisconsin's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquires of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Local Retiree Life Insurance Fund Schedules
2. Budgetary Information
3. Wisconsin Retirement System Schedules

We have also been engaged to report on supplementary information other than RSI that accompanies Richland County, Wisconsin's financial statements. We will subject the following supplementary information auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements and in a separate written report accompanying our auditor's report on the financial statements (for the schedules of expenditures of awards):

1. Schedules of Expenditures of Federal and State Awards
2. Combining Financial Statements



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Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on:

- Internal control related to the financial statements and compliance with provision of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with federal and state statutes, regulations, and the terms and conditions of federal and state awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance and State Single Audit Guidelines report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and State Single Audit Guidelines. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance and State Single Audit Guidelines, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance and State Single Audit Guidelines, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Finance Committee and Board of Supervisors of Richland County. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue reports, or may withdraw from this engagement.



Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedules of expenditures of federal and state awards; federal and state award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures - Internal Controls

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.



Richland County

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Audit Procedures - Internal Controls (Continued)

As required by the Uniform Guidance and State Single Audit Guidelines, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal or state award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance and State Single Audit Guidelines.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, the Uniform Guidance, and State Single Audit Guidelines.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Richland County, Wisconsin's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance and State Single Audit Guidelines require that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal and state statutes, regulations, and the terms and conditions of federal and state awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Supplement* and State Single Audit Guidelines for the types of compliance requirements that could have a direct and material effect of each of Richland County, Wisconsin's major programs. For federal programs that are included in the 2019 Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the 2019 Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on Richland County, Wisconsin's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance and State Single Audit Guidelines.

Other Services

We will also assist in preparing the financial statements, schedules of expenditures of federal and state awards, and related notes of Richland County, Wisconsin in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedules of expenditures of federal and state awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal and state awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal and state awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal and state statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance and provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal and state statutes, regulations, and the terms and conditions of federal and state awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

Management Responsibilities (Continued)

You are responsible for identifying all federal and state awards received and understanding and complying with the compliance requirements and for the preparation of the schedules of expenditures of federal and state awards (including notes and noncash assistance received) in conformity with the Uniform Guidance and State Single Audit Guidelines. You agree to include our report on the schedules of expenditures of federal and state awards in any document that contains and indicates that we have reported on the schedules of expenditures of federal and state awards. You also agree to include the audited financial statements with any presentation of the schedules of expenditures of federal and state awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedules of expenditures of federal and state awards in accordance with the Uniform Guidance and State Single Audit Guidelines ; (2) you believe the schedules of expenditures of federal and state awards, including the form and content, are stated fairly in accordance with the Uniform Guidance and State Single Audit Guidelines; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedules of expenditures of federal and state awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.



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Management Responsibilities (Continued)

You agree to assume all management responsibilities relating to the financial statements, schedules of expenditures of federal and state awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedules of expenditures of federal and state awards, and related notes and that you have reviewed and approved the financial statements, schedules of expenditures of federal and state awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them. Our understanding is that this responsibility will be fulfilled on behalf of the County by the County Clerk.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the County; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for the engagement is the property of Johnson Block & Company, Inc. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency for audit or its designee, a federal or state agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Johnson Block & Company, Inc. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for the engagement will be retained for a minimum of five years after the report release or for any additional period requested by the cognizant, oversight, or pass-through agencies. If we are aware that a federal or state awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Carrie Leonard is the managing member and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.



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Engagement Administration, Fees, and Other (Continued)

Our fee for these services will be based on the actual time spent at our regular hourly rates, plus travel and other out-of-pocket costs such as report production, typing, postage, etc. Our regular hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit, the difficulty of the assignment and the amount of risk and responsibility involved. Our invoices for these fees will be rendered as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. Based on our estimates, the base fee will not exceed a range of \$30,100 to \$33,100. This estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Fieldwork for testing transactions and audit of the year end financial statements will be scheduled at a mutually convenient time. The audit report will be presented before the Finance Committee.

Assistance to be supplied by your personnel, including the preparation of schedules and analysis of accounts, will be discussed and coordinated with them. Timely completion of this work will facilitate the best audit performance in the minimum time.

We will be available to prepare regulatory reports, provide accounting assistance, and consult and advise the County and its departments on matters in the areas of our expertise as the need arises. Fees for these services will be billed at our regular hourly rates. In prior years these fees have ranged from \$3,100 to \$3,600.

If we are requested or required by governmental agencies to audit additional funds or programs not included in our proposal, there will be an adjustment to the fees for these additional services.

Accounting services to comply with Governmental Accounting Standard No. 34 annual reporting will also be billed at our regular hourly rates. We estimate 24-32 hours of additional time will be required.

Services related to GASB 68 and any changes in accounting standards will be billed at our regular hourly rates.

Nonattest and Other Services

Prior to or as part of our audit engagement, it may be necessary for us to perform certain nonattest services including, but not limited to, preparation of draft financial statements, preparation of draft schedule of federal and state awards and SF-SAC form, compiling the DOR Form A, and maintenance of the capital asset summary. We will not perform any management functions or make management decisions on your behalf with respect to any nonattest services we provide. In connection with our performance of any nonattest services, you agree that you will:

- Continue to make all management decisions and perform all management functions including approving all journal entries and general ledger classifications when they are submitted to you.



Richland County
Page 9

Nonattest and Other Services (Continued)

- Designate employee(s) with suitable skill, knowledge, and/or experience, preferably within senior management, to oversee the services we perform.
- Evaluate the adequacy and results of the nonattest services we perform.
- Accept responsibility for the results of our nonattest services.
- Establish and maintain internal controls, including monitoring ongoing activities related to the nonattest function.

We appreciate the opportunity to be of service to Richland County, Wisconsin and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the letter and return it to us.

Very truly yours,

Johnson Block & Company, Inc.

Johnson Block & Company, Inc.

RESPONSE: This letter correctly sets forth the understanding of Richland County, Wisconsin.

By: _____
Board Chairperson

By: _____
Finance Committee Chairperson

By: _____
County Administrator

Date: _____

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Approval of 2020 Axon Enterprise, Inc. Payment

Department	Sheriff	Presented By:	Clay Porter
Date of Meeting:	22 Jan 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Committee Structure (D)
Date submitted:	01/11/2021	Referred by:	LEJC

Recommendation and/or action language:

Motion to approve the year 3 payment to Axon (Taser Program).

Background: Our year three payment is due to Axon for our taser program. Money was allotted in the 2020 Capital Improvement Fund 75 (Sheriff New Equipment). The payment amount is for \$5,627.00 and was invoiced in 2020.

Attachments and References:

Invoice From Axon Enterprise, Inc.	

Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	2020 Capital improvement Fund 75.
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Clay Porter, Chief Deputy

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)



Axon Enterprise, Inc.
PO BOX 29661
DEPARTMENT 2018
PHOENIX, AZ 85038-9661
Ph: (480) 991-0797
Fax: (480) 991-0791
AR@axon.com
www.axon.com

Invoice

Page 1 of 2

Invoice No SI-1701669
Invoice Date 09-Dec-20
Payment Term Net 30
Payment Due Date 08-Jan-21
Sales Order SO200640836
Customer account 238526
Purchase Order YEAR 3 BILLING
Customer reference

BILL TO:

RICHLAND COUNTY SHERIFF'S DEPT
181 W SEMINARY ST
RICHLAND CENTER, WI 53581
USA

SHIP TO:

RICHLAND COUNTY SHERIFF'S DEPT
181 W SEMINARY ST
RICHLAND CENTER, WI 53581
USA

Item number	Description	Quantity	Unit price	[USD]Amount
85178	TASER 60 YEAR 3 PAYMENT: X2 BASIC	17	331.00	5,627.00

Invoice Total	5,627.00
Shipping	0.00
Sales Tax	0.00
Total	5,627.00
Amount Received	0.00
BALANCE DUE	USD 5,627.00

Please see <https://www.axon.com/legal/sales-terms-and-conditions> for all sales terms and conditions

Fund 75
Dept 5364
Acct# 5819
Line# _____
Amount \$5,627.00

on agenda

Continued on next page

Richland County Committee

Agenda Item Cover

Agenda Item Name: Amendment to Administrative and Employee Handbook Changes - Hiring Process to Fill Vacancies

Department	Administration	Presented By:	Administrator Langreck
Date of Meeting:	05 Jan 2021	Action Needed:	Vote / Resolution
Disclosure:	Open Session	Authority:	Employee Handbook
Date submitted:	28 Dec 2020	Referred by:	

Recommendation and/or action language:

Motion to... 1) recommend amendment to the Richland County Handbook of Personnel Policies and Work Rules and the Richland County Administrative Manual regrading internal promotions;

and, 2) remove current redundant language from the Employee Handbook, giving reference to the Administrative Manual.

Background: *(preferred one page or less with focus on options and decision points)*

A recent request from Health and Human Services creation of a Supervisor in Child and Youth Services Unit was tabled until the county can adopt policy and procedure language regarding a formal internal promotion and hiring process. In response to this guidance the following language is proposed for committee's review and recommended resolution to the County Board.

[1st section added]

Richland County hiring policy is intended to promote a well-qualified and diverse workforce that represents both the experience offered by organizational longevity and innovativeness gained through influx.

It shall be policy to promote career advancement opportunities from within departments, while filling positions with qualified employees, best suited for the position and whom bring diverse work-place experiences to the County.

When the County determines that a vacancy or new position shall be filled, position vacancies may be filled by the department head by promotion, transfer, demotion from within the department; or new hire from public posting. Department head positions shall be filled by the county administrator or committee, commission or board, or electorate as defined through Wisconsin Statute and County Board Resolution.

It is not necessary to recruit outside applicants for vacant positions when the position is filled by promotion, transfer or demotion from within the Department.

[2nd section added]

...2. The Department Head may fill the position by promotion, transfer, demotion from within the department without public posting or external candidate consideration. When considering to fill the vacancy internally, if the department has a pool (more than one) of candidates whom meet the minimum credentials and qualifications for the position, the Department Head must internally post the vacancy within the department for at least one week. When multiple, internal candidates apply, the Department Head shall evaluate through a competitive process and may offer to the best suited candidate. Until the

Richland County Committee

Agenda Item Cover

position is filled, the Department Head has the discretion to post the vacancy publically at any time, as there is no entitlement to internal promotion for county positions.

Amended language of the Administrative Manual, pages 3-4.

Amended language of the Employee Handbook, pages 21-22

Attachments and References:

Administrative Manual with proposed markups	Employee Handbook with proposed markups
---	---

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

(summary of current and future impacts)

No foreseen Financial Impacts

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

ADMINISTRATIVE MANUAL OF RICHLAND COUNTY

Adopted: September 16, 2014

Amended: June 21, 2016

Amended: August 18, 2020

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I. INTRODUCTION

This Administrative Manual (“Manual”) provides guidance to managers, department heads, administrators, and supervisors (collectively referred to as “management”) regarding the administration of Richland County (“County”).

The success of the County in meeting its fiscal and operational goals is dependent upon management implementing and complying with County Board policies. The County Board implements policy through a number of means including the budget, ordinances, resolutions and policies and procedure manuals.

Management personnel, led by the County Administrator, are part of the team that is responsible for managing County operations consistent with the policies adopted by the County Board and its committees. Management functions include planning, coordinating, organizing and staffing departmental operations so as to provide services in the most efficient and effective manner consistent with County Board policy and federal, state and local laws.

The provisions of this Manual are subject to, and may be superseded by, applicable collective bargaining agreements and the Wisconsin Constitution, statutory provisions, regulations and ordinances (collectively “codes”) which apply to elected officials, public safety and other employees. The provisions of this Manual do not supersede the constitutional authority of elected officials. In the event of a conflict between this Manual and any applicable collective bargaining agreement or code, the collective bargaining agreement or code will control.

Employees are expected to follow both the policies in this Manual and departmental policies. If there is a conflict between this Manual and departmental policies, this Manual will control unless the conflicting department policy has been approved in accordance with this Manual. Approved department addendums to the County Handbook of Personnel Policies and Works Rules will control in the event of a conflict with this Manual. Management employees are expected to be knowledgeable about the policies contained in this Manual and the County’s Handbook of Personnel Policies and Work Rules. Management shall apply all policies fairly and consistently towards the employees they supervise and manage. The failure of management employees to comply with policies in this Manual may result in disciplinary action.

The County has developed the policies and provisions in this Manual and may change, supplement or rescind them at any time. Only the Finance and Personnel Committee and the County Board have authority to change the provisions in this Manual. Changes to the Manual will be communicated to management employees by the Administrator or their designee. None of the statements, policies, procedures, rules or regulations contained in this Manual create or is intended to create a guarantee of or vested right to any practice, procedure or benefit, or a contract of any kind, express or implied. Unless provided in a County Board resolution or required by law, all employees remain “at-will” employees and may be terminated with or without cause and with or without prior notice at any time.

Management employees (other than Department Heads) with any questions regarding the policies in this Manual should be addressed to Department Heads. Questions from Department Heads should be addressed to the Administrator or their designee.

I. APPROVAL PROCESS FOR DEPARTMENT POLICIES

Departments may be authorized to establish department-specific administrative policies that supplement or supersede the policies in this Manual. Department-specific administrative policies that supplement or supersede the policies in this Manual must be approved by the department's oversight committee, the Finance and Personnel Committee and the County Board.

II. JOB DESCRIPTIONS

A. Requirement. Each position is required to have a written job description which includes, without limitation, the title, classification (regular, temporary, seasonal, etc.), department, supervisor, a general description concerning the purpose of the position, a list of the essential and non-essential job duties, required qualifications, explanation of physical demands and the work environment and any special requirements necessary to perform a particular job. The job description must also identify whether the employee is non-exempt, partially exempt or exempt for purposes of the Fair Labor Standards Act and state wage and hour laws (collectively "FLSA"). Attached as Addendum A to the Manual is a sample job description. The appearance and format of all job descriptions must be substantially similar to the sample job description.

B. Job Description Updates. Department Heads are responsible for updating the job descriptions for their department. All job descriptions must be reviewed periodically but no less than every three (3) years by the Department Head. The Department Head will certify in writing to the Administrator or their designee that the review has been conducted as required by this policy and either indicate that there are no updates or provide the updated job description with the certification.

C. Approval. All revisions to a job description must be approved by the Administrator. A copy of the revised job description must be filed with the Administrator or their designee.

III. RECRUITMENT AND HIRING

EQUAL OPPORTUNITY

The County is committed to recruitment and hiring practices that provide equal employment opportunity for all qualified applicants. All screening, testing and interview procedures utilized by the County are designed to assess only the attributes necessary for successful job performance based upon the duties and responsibilities of the job to be filled. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Richland County will be based on merit, qualifications, and abilities. The County does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

HIRING PROCESS TO FILL VACANCIES

Note:

Richland County hiring policy is intended to promote a well-qualified and diverse workforce that represents both the experience offered by organizational longevity and innovativeness gained through influx.

It shall be policy to promote career advancement opportunities from within departments, while filling positions with qualified employees, best suited for the position and whom bring diverse work-place experiences to the County.

When the County determines that a vacancy or new position shall be filled, position vacancies may be filled by the department head by promotion, transfer, demotion from within the department; or new hire from public posting. Department head positions shall be filled by the county administrator or committee, commission or board, or electorate as defined through Wisconsin Statute and County Board Resolution.

It is not necessary to recruit outside applicants for vacant positions when the position is filled by promotion, transfer or demotion from within the Department.

Hiring procedures for certain county positions may be governed by statute or County ordinance, such as hiring procedures for deputy sheriffs. In addition, hiring decisions for certain positions may be vested in certain officials such as circuit court judges in the case of judicial assistants. This policy applies to the extent that it does not conflict state or federal law, County ordinance or approved department policies such as department addendums to the Handbook of Personnel Policies and Work Rules.

A. Vacancies Longer than 90 Days. Whenever it appears to a Department Head that an approved job position within the department will be vacant for a period of 90 days or longer, the following procedure shall be followed:

1. The Department Head must immediately notify the Administrator or their designee. In case of a vacancy in a Department Head position, the Administrator or their designee shall perform the hiring steps which the Department Head would otherwise perform.
2. The Department Head may fill the position by promotion, transfer, demotion from within the department without public posting or external candidate consideration. When considering to fill the vacancy internally, if the department has a pool (more than one) of candidates whom meet the minimum credentials and qualifications for the position, the Department Head must internally post the vacancy within the department for at least one week. When multiple, internal candidates apply, the Department Head shall evaluate through a competitive process and may offer to the best suited candidate. Until the position is filled, the Department Head has the discretion to post the vacancy publically at any time, as there is no entitlement to internal promotion for county positions.

3. When a vacant position is not filled from an internal method, the Administrator or Department Head shall place an advertisement in the Richland Observer to run for at least two weeks. The Administrator or Department Head must also send the advertisement to the MIS Department who shall advertise the position on the County website. The advertisement shall, at a minimum, briefly describe the job position, necessary qualifications, the salary range and where and how to apply for the position and include the sentence that the County is an equal opportunity employer. All applicants must be directed to fill out the application form attached as Addendum B to this Manual unless the department has its own approved application form.
4. The Department Head or designee and the Administrator or their designee may interview those applicants who appear from their written applications to be qualified for the job.
5. Skills testing is required for all positions. The Department Head shall determine what skill tests are necessary and appropriate for each position and when in the hiring process to administer the tests. All tests shall be designed to determine whether the applicant has the basic skills and aptitude necessary to satisfactorily perform the job duties of the position. Department Heads may seek approval from Administrator or their designee to not administer skills testing for specific positions if skills testing is not necessary to determine if the applicant has the basic skills for the position.
6. Background checks must be performed on all final candidates prior to making an offer of employment in accordance with department policy and state and federal law. Except as otherwise required by law, the scope of the background check shall be determined by the Department Head. The Department Head shall obtain a legal review if the background check reveals information that may be used adversely against the candidate.

B. Vacancies Less Than 90 Days (Temporary Vacancies). Whenever it appears to the Department Head that a job position within the department will be vacant for a period of less than 90 days, the Department Head, with approval of the Administrator or their designee, may hire a limited term employee on an emergency basis not to exceed thirty (30) working days which shall expire when the regular employee returns to the position or the position is filled by a regular employee. The Department Head shall also give written notice to the Administrator or their designee when filling a vacant position with a limited term employee. All persons filling temporary vacancies under this paragraph shall be paid at the probationary rate for Grade 7 in the County's Job Classification and Salary Plan.

C. Reclassifications. This policy does not apply to the reclassification of existing positions. Position reclassifications shall follow the reclassification policy in the Handbook of Personnel Policies and Work Rules.

IV. COMMENCEMENT OF EMPLOYMENT, INFORMATION MANAGEMENT, AND PERFORMANCE EVALUATION

EMPLOYEE ORIENTATION

Each new regular County employee shall be provided with job orientation consisting of the following:

A. Completion of Necessary Forms, Introduction to County Policies and Procedures and Use of Computer System. Prior to the first day of employment, each new regular County employee shall report to the Administrator or their designee to complete all necessary forms to enable preparation of payroll and required reports. The employee should be prepared to present his/her identification, driver's license, social security card, automobile insurance certificate (if required), and to complete such forms as are necessary. The employee shall be advised of all general conditions of employment including fringe benefits and other privileges. The employee shall be required to read the County's Handbook of Personnel Policies and Work Rules, any applicable department rules for the employee's position and execute an acknowledgement providing that the employee has received the Handbook and department rules and is responsible to read and comply with the Handbook policies and department rules. The MIS Department shall provide training on how to use the County's computer system and review the County's computer use and social media policies with all new hires who will use the computer system as part of their regular job duties. The employee shall also be provided with an overview of the different county departments and the County Board's oversight committees.

B. Benefits. The Administrator or their designee will provide information regarding enrollment in the County's benefit programs.

C. Department Orientation. The Department Head or direct supervisor shall orient each employee hired to fill an existing or new position (including existing County employees hired to fill a vacancy) on their job and work site. Such orientation shall include providing the employee with his/her job description, rate of pay, hours, departmental rules, work standards, safety regulations, supplies and equipment and giving introductions to co-workers.

PERSONNEL FILES

A. Official Personnel Files. Each Department Head is responsible for the maintenance of the official personnel files for all employees. Personnel files shall be confidential, unless disclosure is required by law. The personnel file should include the complete employment history of the employee, including, but not limited to:

- employment application
- reference checks
- commendations
- reprimands
- performance evaluations
- wage data

- promotions
- education and special training paid for by the County
- records of absences and paid leave allotment and use
- written resignations
- any other items, within law, that may be deemed necessary

Employee medical records shall be kept in a separate file from the personnel file and shall remain confidential in accordance with this Manual and the requirements of the ADA.

B. Administration of Personnel Files. An employee's personnel file will be maintained in accordance with federal and state laws and administered as follows:

1. Collection and Storage of Confidential Records. Each Department Head is responsible for ensuring that all personnel documents (as defined in this policy), pertaining to County employees are stored in a secure location. All personnel records will be locked up when not in use and during non-working hours.

2. Employee Access to Their Personnel Records. Employees are permitted to inspect and copy, at their own expense, their personnel file and medical records file in accordance with Wis. Stat. § 103.13. An employee who wishes to inspect his/her personnel file must submit a written request to his/her Department Head. The Department Head shall set up an appointment with the employee to review the file. The Department Head or his or her designee shall be present with the employee while the employee inspects his/her personnel file. No documents or other information shall be removed from an employee's personnel file without authorization from the Administrator or their designee.

3. External Disclosure of Personnel Information/Reference Requests. Only limited information may be given upon request for business or reference purposes. This information will be strictly limited to employment status, date(s) of employment, and job title. No other information will be given unless the employee executes a written authorization and release of information for the County. All reference requests for information must be referred to the employee's Department Head or designee to provide the appropriate information.

4. Internal Access. Subject to applicable law, only the employee, Administrator or the designee, County attorney and the employee's Department Head or designee are permitted to view personnel records of County employees including personnel information that may be stored on the County's computer system.

5. Public Records Requests. A request to access or copy personnel information by a public records requester must be referred to the Administrator or their designee. The Administrator or their designee, in consultation with Corporation Counsel or the County's labor attorney, will provide access to the personnel records to the extent required by the Wisconsin Public Records Law, Wis. Stat. §§ 19.31-19.39.

CONFIDENTIALITY OF MEDICAL INFORMATION

The County will keep any medical information obtained from applicants, candidates and employees in a separate file from any personnel file and confidential subject to the following limited exceptions as recognized by the ADA:

1. Supervisors and managers may be told about necessary restrictions on the work or duties of the employee and about necessary accommodations;
2. First aid and safety personnel may be told if the disability might require emergency treatment;
3. Government officials investigating compliance with the ADA must be given relevant information on request;
4. The County may give information to state workers' compensation offices, state second injury funds or workers' compensation insurance carriers in accordance with state workers' compensation laws; and
5. The County may use the information for insurance purposes permitted by the ADA.

No disclosure of confidential medical information shall be made without first consulting Corporation Counsel or the County's labor attorney.

PERFORMANCE EVALUATION

All employees are expected to satisfy or exceed the levels of performance required of the positions in which they are employed. The evaluation of an employee's performance is a daily process and responsibility of management. Formal performance reviews must be conducted at least annually and more frequently if deemed appropriate by management. An employee must meet County standards of work quality and must accomplish work within the time limits established by the County.

The Administrator shall conduct annual performance evaluations of Department Heads with the exception of elected county officials. Department Heads shall conduct annual performance evaluations of their staff. All performance evaluations shall be conducted using the standard forms available from the Administrator or their designee.

V. EMPLOYEE DISCIPLINE AND INVESTIGATIONS

Note: Disciplinary procedures for certain county positions may be governed by statute or County ordinance, such as disciplinary procedures for deputy sheriffs. In addition, disciplinary decisions for certain positions may be vested in certain officials such as circuit court judges in the case of judicial assistants. This policy applies to the extent that it does not conflict state or federal law, County ordinance or approved department policies such as department addendums to the County Handbook of Personnel Policies and Work Rules.

A. Overview. The goal of the County's disciplinary procedure is to administer adverse employment action for nonperformance and/or misconduct in a fair and consistent manner. Unless

otherwise provided in this section, an employee's immediate supervisor or Department Head is responsible for issuing disciplinary action when necessary. In cases involving Department Heads not elected by Richland County voters, the Administrator shall impose discipline unless otherwise provided by this section or by law. The following procedure is designed to provide guidelines for employee discipline and to provide consistency in employee discipline to the extent practicable. This procedure is not a guarantee of employment, a guarantee of any rights or benefits, a contract of employment, express or implied, does not alter the at-will employment relationship and does not create tenure or a property interest of any type in employment with the County. None of these guidelines are intended, by their creation or publication, to confer any rights or privileges upon employees or to entitle any employee to remain employed with the County.

Each instance of employee performance and/or misconduct must be viewed on its individual circumstances. The County has the right to take one or more adverse employment actions it deems appropriate based on the circumstances which may include, without limitation, a verbal warning, written warning, suspension, reduction in rank, demotion or termination. None of these disciplinary measures are required to be used before discharge from employment occurs, nor are the listed actions required to be used in any specific order. These guidelines do not impose or require progressive discipline or a just cause discipline standard.

1. Duty to Address Performance Issues or Misconduct.

a. Discipline Due to Nonperformance. If an employee's performance in one or more job duties becomes unacceptable, the employee's Department Head and/or supervisor is expected to place the employee on notice of the performance issue in a timely manner. Management shall document all performance deficiencies in an employee's personnel file. The documentation should include the date or dates the performance deficiency was observed, a detailed description of the performance deficiency and the action taken against the employee including, without limitation, any discipline as well as the implementation of a Performance Improvement Plan or other alternatives to discipline, such as training, coaching, and support, if applicable.

b. Disciplinary Action Due To Misconduct. The Handbook of Personnel Policies and Work Rules includes a policy on employee misconduct along with examples of misconduct that will lead to disciplinary action. Management should familiarize themselves with the various types of misconduct that can lead to disciplinary action. The list is not intended to be exclusive. The County reserves the right to take disciplinary action under any circumstances where such action is determined to be in the best interests of the County.

Management has an obligation to enforce the County's policy against misconduct and to take appropriate disciplinary action against employees who engage in misconduct. If an employee is disciplined, management shall document any disciplinary or corrective action taken, including alternative non-disciplinary corrective action, in the employee's personnel file with a copy given to the employee. The documentation should include the date or dates of the misconduct or performance issues, a detailed description of the misconduct and the disciplinary or corrective action taken. It is critical that management carefully document all discipline. Documentation of

the discipline shall include, without limitation, references to prior misconduct and disciplinary actions taken.

2. Applicable Legal Standards for Investigation and Discipline. Management must be aware of the standard applicable to the investigation and discipline of employees for performance and misconduct. While the majority of employees in the County are “at-will,” various employees are provided with special statutory rules regarding investigation and discipline and may also have rules in their collective bargaining agreements (if any) which address discipline. For example, there are special notices and rules for questioning law enforcement officers under Wis. Stat. § 164.02 regarding matters relating to discipline. Moreover, the County must comply with the statutory and collective bargaining agreement requirements for disciplining deputy sheriffs which includes a “cause” standard. Various department heads may also be subject to special rules. For example, a highway commissioner may not be removed without cause as defined under Chapter 17 of the Wisconsin Statutes.

B. Disciplinary Procedures.

1. Investigation of Misconduct.

a. Investigation Elements. In order to administer a fair and consistent disciplinary system, it is important that the County have a reasonable basis to believe the employee committed the misconduct. Records of disciplinary action should always include witness statements or other relevant documentation, to the extent available, which demonstrates that the employee committed the misconduct. If the supervisor personally witnesses the misconduct, he or she should prepare a memorandum for the record summarizing the incident.

b. Preservation of Evidence, Documentation. A critical component of any investigation is the preservation of evidence related to the misconduct. Managerial personnel should ensure that all potential evidence, including, without limitation, all physical evidence, documentation and electronic media relating to the alleged misconduct is preserved. In conducting the investigation, management should be careful to note that many employees today communicate through texting and social media websites. Efforts should be made to preserve evidence on these communication channels. Management should consult the Corporation Counsel if there is any legal question as to whether the County may access, or require an employee to produce, information contained on County or personal electronic devices. Management, in conjunction with the MIS Director, the Administrator, the County’s labor attorney and law enforcement (if applicable) shall collect all such evidence and preserve it in a separate file so as to ensure its preservation.

2. Meeting with Employee Regarding Alleged Misconduct. Once the relevant documentation has been compiled and witnesses have been interviewed by the immediate supervisor, the employee should be notified of the alleged misconduct and be given an opportunity to respond verbally or in writing. The employee’s oral response to the allegations should be well documented or recorded. Any written statements submitted by the employee in response to the charges should be included as part of the investigation file.

3. Standards for Imposing Disciplinary Action. Discipline may be imposed as necessary to address performance concerns or misconduct. Disciplinary action may include, without limitation, a verbal warning (with written reference in the employee's personnel file), written warning, suspension, reduction in rank, reduction in base pay, demotion and termination.

Action taken by the County on an individual case does not establish a precedent in other circumstances. The County reserves the right to take any disciplinary or corrective action it deems appropriate under the circumstances of each individual case.

In deciding whether to take disciplinary action and what disciplinary action to take, management is strictly prohibited from discriminating against an employee based on disability, sex, race, religion, color, national origin, age or any other classification protected by state or federal law.

In selecting the level of discipline appropriate to performance issues and/or misconduct, all of the specific circumstances of the case should be taken into account. Careful judgment should be used to ensure that the discipline is not out of proportion to the character of the performance issue or misconduct. Past performance issues and/or misconduct may form the basis for imposing a higher penalty for subsequent performance issues and/or offenses, although past offenses are not a prerequisite to imposing any level of discipline. The Department Head should consider the following guidelines. Consideration of these guidelines does not change the "at-will" status of employees and does not require just cause or the implementation of progressive discipline:

- The nature and seriousness of the offense;
- The relationship between the offense and the employee's duties, position, and responsibilities;
- Whether the offense was intentional or technical or inadvertent, or was committed maliciously or for gain, or was frequently repeated;
- The employee's job level and type of employment including supervisory or fiduciary role, contacts with the public, and prominence of the position;
- The employee's past disciplinary record;
- The employee's past work record, including length of service, performance on the job, ability to get along with fellow workers, and dependability;
- The effect of the offense upon the employee's ability to perform at a satisfactory level and its effect upon supervisor's confidence in the employee's ability to perform assigned duties;
- The reasonableness of the work rule, if any, that the employee is alleged to have broken;
- Penalties previously imposed upon other employees for similar offenses;
- The notoriety of the offense or its impact upon the reputation of the County;
- The clarity with which the employee was on notice of any rules violated in committing the offense, and whether he or she had been warned about the conduct in question;
- Mitigating circumstances surrounding the offense such as unusual job tensions, personality problems, or harassment, bad faith, malice, or provocation on the part of others involved in the matter;
- The adequacy and effectiveness of alternative sanctions;
- The quantity and quality of the evidence of misconduct.

4. Suspensions and Terminations. An employee may be suspended by a Department Head for up to three (3) days after notifying the Administrator or their designee.

All terminations and suspensions without pay for more than three (3) days must be presented to the Administrator or their designee for review and final approval. The Department Head shall also be responsible for notifying the employee in writing of the recommendation to the Administrator or their designee. Nothing in this section shall prevent the Administrator or their designee from suspending the employee without pay pending the meeting. Eligible employees may issue a grievance in accordance with the county grievance policy.

5. Documentation of Disciplinary Action. If an employee is disciplined, management shall document any disciplinary or corrective action taken, including alternative non-disciplinary corrective action, in the employee's personnel file with a copy given to the employee. The documentation should include the date or dates of the misconduct or performance issues, a detailed description of the misconduct and the disciplinary or corrective action taken.

C. Performance Improvement Plans and Other Corrective Actions. Depending upon the facts of an investigation and analysis of an employee's inadequate performance or misconduct, alternative corrective actions might be used in conjunction with discipline as it relates to misconduct or in conjunction with, or as an alternative, to discipline as it relates to unsatisfactory performance. All alternative corrective actions must be documented. Alternative corrective actions include, but are not limited to:

1. Performance Improvement Plan. A performance improvement plan (PIP) is developed to determine specific working expectations and standards in order to improve an employee's job performance or behavior. A performance improvement plan should advise the employee of the performance standards of the position for which his or her performance is unsatisfactory and be given a reasonable opportunity to demonstrate improvement. The employee should also be advised of the consequences of failing to improve and the type of assistance to be provided by the supervisor during the PIP. All performance improvement plans shall be in writing.

If the employee fails to meet minimally acceptable standards by the end of the PIP, action should be taken to separate the employee from employment unless another less adverse employment action is deemed advisable.

2. Support. For short-term problems of a situational nature which may be detrimentally impacting an employee's performance, such as a serious family illness or other similar personal issues, support from a supervisor and/or referral to the Employee Assistance Program may be appropriate.

3. Training. Additional training may be appropriate where employees demonstrate an inability to perform the required duties, as opposed to a demonstrated unwillingness to perform up to established performance standards. Once the specific learning need is identified, it can be addressed through various training methods such as additional on-the-job training with the supervisor or fellow employee, formal classroom training, reading manuals or procedures, or viewing films or videos.

4. Coaching/Counseling. An informal discussion or counseling/coaching session is held with the employee to identify the problems causing or contributing to inadequate performance or improper conduct on the job and to identify the problems causing or contributing to inadequate performance or improper conduct on the job.

VI. SEPARATION FROM EMPLOYMENT

Employees may be discharged at the discretion of the County, or they may choose to separate from their employment with the County. The following procedures will be utilized for employees who are discharged or who choose to separate from employment with Richland County. The following procedures are designed to provide guidelines for employee separation and to provide consistency and, to the extent practicable, limit employment claims by separating employees.

A. Involuntary Termination/Forced Resignation. In the event the County determines it is necessary to terminate an employee, the following procedures shall be followed:

1. Approval of Termination. Approval of terminations shall be as set forth in this Manual.

2. Plan Termination Meeting. If the Administrator approves terminating the employee, the Department Head, County labor attorney or human resources representative shall arrange a meeting with the employee where the employee will be formally notified of the termination decision. The Administrator, Department Head, County labor attorney or human resources representative shall plan the day, time length of the meeting and individuals to be present including a deputy sheriff if the employee poses a security threat. At least one individual should take notes during the meeting.

3. Notice to Employee. The employee to be terminated shall be notified by the Administrator, the employee's Department Head, the County's labor attorney or a human resources representative. The employee shall be provided with the grounds for the termination in writing and the employee shall be requested to sign a copy of the writing acknowledging the same. If the employee wishes to debate the decision, Administrator or their designee, the Department Head, labor attorney or human resources representative shall advise the employee of the availability of the County's grievance procedure rather than debating the merits of the termination.

4. Exit Interview. The Administrator, Department Head, labor attorney or human resources representative shall discuss the following with the employee upon termination:

- a. The final pay period;
- b. Termination of insurance benefits and applicability of COBRA;
- c. Status of Wisconsin Retirement System ("WRS") benefits; and
- d. Status of other applicable benefits, including unused vacation, sick leave, etc.

The employee shall be provided with a summary of COBRA options, WRS forms and contact information, and a copy of the termination notice.

5. Return of Property. All County property must be collected from the terminated employee at the time of termination, including but not limited to uniforms, cell phone, keys, laptops, and identification cards.

6. Exit Strategy. Upon completion of the meeting, allow the employee to gather his/her personal belongings and immediately exit the premises. If there is a security risk, arrange for the employee to be escorted off County premises.

7. Documentation. The Administrator, Department Head, or their designee shall document the termination in the employee's personnel file. The documentation should include the date or dates of the misconduct or actions leading to termination, a detailed description of the misconduct and or actions giving rise to termination, and the reasons for taking such action.

8. Eliminate Access To Technology. As soon as practicable, and if possible prior to the termination meeting, the employee's access to County technology should be severed at the direction of the employee's Department Head. The MIS Department shall be consulted to remove the employee from County webpages and directories. The employee's emails should be rerouted to the Department Head, and the employee's computer and email passwords should be changed. The MIS Department shall take any and all measures necessary to ensure the employee no longer has access to the County's electronic resources.

B. Voluntary Termination (Resignation, Retirement). An employee may voluntarily resign or retire in good standing by submitting a written letter of resignation/retirement to the Department Head at least ten (10) working days in advance of the separation. A Department Head wishing to resign or retire in good standing shall give a twenty (20) working day notice of resignation to the Administrator.

1. Notice. The Department Head (or Administrator in the event of voluntary termination of a Department Head) shall ensure the written notice provided by the employee is signed, dated, and includes a statement indicating the desire of the employee to separate from employment and the effective date of the separation. The Department Head shall submit the employee's notice to the Administrator or their designee.

2. Acceptance. Resignation or retirement of an employee shall be accepted by the Department Head upon submission of a written notice by the employee. In situations where notice has been given, the Department Head (or in case of the Department Head, the Administrator) may, in their sole discretion, waive the notice period given and make the resignation or retirement effective immediately.

3. Last Day Worked. Employees must actually work through their notice period and may not use benefited time or regularly scheduled days off to complete their notice period or extend their last date of employment (except in cases of an emergency).

4. Exit Interview. The Administrator, Department Head or human resources representative will schedule an exit interview if requested by the employee to discuss the following:

- a. Effective date of voluntary termination, the final pay period and last day worked;
- b. Termination of insurance benefits and applicability of COBRA; and
- c. Status of other applicable benefits, including unused vacation, sick leave, etc.

5. Return of Property. Department Heads must collect all County property from employees at the time of separation, including but not limited to uniforms, cell phones, keys, laptops and identification cards.

6. Documentation. The employee's notice of voluntary separation shall be placed in the employee's personnel file.

7. Eliminate Access To Technology. As soon as practicable, and if possible on the last day worked by the employee, the employee's access to County technology should be severed at the direction of the employee's Department Head. The MIS Department shall be consulted to remove the employee from County webpages and directories. The employee's emails should be rerouted to the Department Head, and the employee's computer and email passwords should be changed. The MIS Department shall take any and all measures necessary to ensure the employee no longer has access to the County's electronic resources.

C. Bar From Reemployment. An employee who is terminated involuntarily or forced to resign in lieu of termination from employment shall be ineligible for reemployment with the County.

D. Future References. A notation shall be made in the employee's personnel file as to what information may be divulged in the event a reference is requested of the County for each separated employee.

LAYOFF AND RECALL

A. Elimination of Position. Whenever the County deems it necessary to eliminate a position or reduce the County workforce, employees in affected positions shall be laid off.

B. Layoff. When the County determines that a layoff shall occur, in whole or in part, in a department, length of hire will be a secondary consideration, behind department needs, position title, skill needs and performance reviews. If two or more employees are equally qualified, the least senior employee shall be the first laid off. Employees rehired within a year of their lay off will maintain their original date of employment and any unused accrued sick leave benefits.

C. Recall. Recall will be at the discretion of the Department Head unless the County Board initiated the layoff.

VII. INVESTIGATING HARASSMENT/DISCRIMINATION

A. Overview. All forms of harassment and discrimination in the workplace, including sexual harassment (collectively “harassment”), will be taken seriously and will not be tolerated by the County. When a complaint of harassment is received, the County will begin an investigation into the allegation as soon as possible, even if the employee allegedly being harassed has not yet made a complaint. A prompt investigation is important for a variety of reasons. A prompt investigation complies with state and federal law, demonstrates that the County takes harassment seriously and seeks to eliminate it from the workplace, may assist in resolving a situation involving alleged harassment before it escalates into a lawsuit, and in the event that the County is sued, may provide the County with defenses that it exercised reasonable care to prevent and correct harassment.

The County has promulgated this policy to identify the roles and responsibilities of management relative to allegations of harassment. Management shall, to the extent practicable, comply with the guidelines set forth in this policy.

B. Department Head/Supervisor Responsibilities. Department Heads, supervisors and other management personnel are critical to uncovering and reporting incidents of harassment. Accordingly, when management becomes aware of alleged harassment regarding employees, agents, contractors, vendors or clients of the County or believes that such harassment may exist, management must immediately notify the Administrator or their designee (or the County Board Chair in the event the allegation of harassment is against the Administrator or their designee). Once reported, management must cooperate and assist in the investigation of the alleged misconduct.

C. Administrator Responsibilities. Upon being advised of an allegation or potential claim of misconduct, the Administrator or their designee shall initiate contact with the complainant and confirm that the County will be investigating allegations of misconduct, that the County takes all such allegations seriously, and that the complainant will be required to provide further information. The Administrator or their designee shall advise the complainant and/or any other individual reporting or having knowledge of the alleged harassment, not to discuss the matter with other employees while the investigation is pending so as to ensure that the investigation is fair and complete.

If the harassment is evidenced by any documents, electronic communications, voicemails, or other evidence, the Administrator or their designee shall take immediate steps to obtain and/or preserve such evidence. The Administrator or their designee shall work with the MIS Department to preserve any documents or electronic communications which are on the County’s computer system.

D. Retaining an Investigator; Defining the Scope of the Investigation; Interviews. Upon being advised of an allegation or potential claim of harassment or discrimination, the Administrator or their designee shall obtain assistance in the form of the Corporation Counsel, County labor attorney or other consultants necessary to conduct the investigation. Any investigator utilized by the County should have an understanding of the issues involved in the investigation and have experience in conducting investigations involving those issues.

The investigator shall be provided with and knowledgeable of all relevant County policies, procedures and guidelines that may pertain to the alleged harassment. The investigator should determine the individuals who need to be interviewed including the complainant, the accused, witnesses and any other potential witnesses with information and proceed to conduct interviews of those individuals. Interviews should, to the extent practicable, be recorded. The investigator shall obtain and/or preserve all available evidence relevant to the harassment allegations, including any documents, electronic correspondence or other evidence.

During the course of the investigation, the investigator should continually determine whether additional interviews and investigation is required. Follow-up interviews of additional witnesses should be conducted and additional information obtained based on the information provided.

E. Completion of the Investigation; Conclusions and Recommendations.

At the completion of the investigation, the investigator shall finalize the investigation by summarizing:

- The background of the investigation, including any allegations made;
- The interviews and other investigative steps conducted;
- The applicable guidelines, policies, laws and regulations which apply to the alleged conduct; and
- The key findings and the rationale for those findings, including inconsistencies in statements, admissions and credibility determinations.

The investigator shall also draw conclusions regarding the alleged harassment based on the interviews and evidence obtained. The following issues should be addressed prior to making any recommendations:

- Whether some form of harassment or harassing conduct occurred;
- The seriousness of the harassing behavior;
- Whether the accused had previously been asked to eliminate such conduct in the past;
- Whether the accused is a manager, supervisor or co-employee of the complainant;
- What action the County has taken to address similar conduct in the past;
- Whether the accused had been provided with the County's policies against harassment and/or had undergone harassment training; and
- The likelihood that the accused will engage in similar conduct in the future.

In the event that the investigator concludes that the accused engaged in conduct which constitutes harassment, the investigator shall provide a recommendation as to the appropriate disciplinary action which may include one or more of the following actions:

- Verbal discussion/counseling with the accused
- Written warning
- Suspension

- Demotion
- Transfer
- Reduction in compensation (wage cut, bonus ineligibility, etc.)
- Termination

If disciplinary action is recommended, the investigator's findings and recommendations shall be forwarded to the Administrator or their designee for final approval of disciplinary action against the accused. If the investigator concludes that the allegations are unfounded, a copy of the investigator's findings and conclusions shall be forwarded to the Administrator or their designee for filing along with all investigative materials as set forth below.

Once the investigation has ended, regardless of whether disciplinary action is recommended, the investigator must transmit to the Administrator or their designee a copy of all information collected during the investigation including, but not limited to, all documents, images, communications and audio recordings of interviews relied upon by the investigator to make his or her findings, conclusions and recommendations. The investigation file shall be maintained by the Administrator or their designee and kept strictly confidential.

F. Follow-up after Conclusion of Investigation. Regardless of whether it is determined that the allegations are well-founded, the Administrator or their designee should reiterate the County's no harassment/discrimination policy to the accused, the complainant and all individuals involved in the investigation and should document such training. To the extent that the accused remains employed by the County following the completion of the investigation, the Administrator or their designee shall follow-up with the accused and any witnesses of the alleged harassment to ensure that the accused has ceased all objectionable behavior and that the victim and any witnesses have not suffered any adverse consequences because he/she made a complaint or participated in the investigation. This follow-up should be conducted regularly over the course of the three (3) months following the investigation and longer if determined necessary by the Administrator or their designee.

VIII. ACCIDENT/INJURY RESPONSE AND REPORTING

All injuries or accidents involving employees or visitors must be reported immediately to the Department Head and to the Administrator or their designee. Department Heads and management personnel must instruct and remind all employees to immediately report all workplace safety issues and work-related injuries and illnesses regardless of their severity and that the failure to do so could be the subject of discipline. Department Heads or their designee shall take immediate action to correct or minimize to a reasonable standard of safety any hazard of which they become aware.

IX. DRUG AND ALCOHOL POLICY AND REASONABLE SUSPICION TESTING PROCEDURES

Note: Certain county positions are subject to state and federal drug and alcohol testing standards and procedures such as positions that require a CDL license. State and federal law will control in the event of a conflict with this policy.

A. Introduction. In compliance with the Drug-Free Workplace Act of 1988, the County has a longstanding commitment to providing a safe, quality-oriented and productive work environment consistent with the standards of the community in which we operate. Alcohol and drug abuse pose a threat to the health and safety of County employees and the public and threatens the security of our equipment and facilities. For these reasons, the County is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. If this policy conflicts with state or federal law regarding testing for drugs and alcohol for certain county positions, the state or federal law shall supersede this policy. Department Heads, in conjunction with the Administrator or their designee, are responsible for policy administration.

B. Definitions.

“County Premises” includes, but is not limited to, all buildings, offices, facilities, grounds, parking lots, lockers, places and vehicles owned or leased by the County or on any site on which the County is conducting business.

“Illegal Drug” means a substance whose use or possession is controlled by federal law but that is not being used or possessed under the supervision of a licensed health care professional. (Controlled substances are listed in Schedules I-V of 21 C.F.R. Part 1308.)

“Refuse to Cooperate” means to obstruct the collection or testing process; to submit an altered, adulterated, or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure.

“Under the Influence of Alcohol” means an alcohol concentration greater than 0.0, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.

“Under the Influence of Drugs” means a confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly over-the-counter) where there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient’s name, the name of the substance, quantity/amount to be taken, and the period of authorization).

C. Employee Assistance and Drug-Free Awareness. Illegal drug use and alcohol misuse have a number of adverse health and safety consequences. Information about those consequences and sources of help for drug/alcohol problems is available from the Administrator or their designee, who has been trained to make referrals and assist employees with drug/alcohol problems.

The County will assist and support employees who voluntarily seek help for such problems. Employees may use accrued paid time off or request a leave of absence to obtain treatment or counseling. Such employees may be required to document that they are successfully following

prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or have violated this policy previously.

Employees must report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions unless directed to do so.

D. Work Rules Regarding Drugs and Alcohol. Whenever employees are working, are operating any County vehicle or equipment, are present on County premises, or are conducting County-related work off-site, they are prohibited from:

- using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia);
- being under the influence of alcohol or an illegal drug as defined in this policy; and
- possessing or consuming alcohol.

The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body system, while performing County business or while in a County facility, is prohibited.

The County will also not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce this if asked.

Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

E. Required Testing for Reasonable Suspicion. Employees are subject to testing based upon (but not limited to) observations by supervisors of apparent workplace drug or alcohol use, possession or impairment. The Administrator or their designee, Corporation Counsel or the County's labor attorney shall be consulted before sending an employee for testing. All levels of supervision making this decision must utilize the "Observation Checklist" attached as Addendum C to document specific observations and behaviors that create a reasonable suspicion that the person is under the influence of illegal drugs and/or alcohol.

If the results of the "Observation Checklist" indicate further action is justified, the Department Head or supervisor should confront the employee with the documentation and advise the employee that the County has reasonable suspicion to believe that he/she is affected by illegal drugs or alcohol and that testing is required to confirm or deny this suspicion. The County's designated testing facility is Richland Hospital. Under no circumstances will the employee be allowed to drive himself or herself to Richland Hospital for testing. A Department Head or supervisor must escort the employee; the Department Head or supervisor must also make arrangements for the

employee to be transported home. Under no circumstances will the employee be allowed to drive himself or herself home.

F. Collection and Testing Procedures.

1. Alcohol Testing. Employees subject to alcohol testing shall be driven to Richland Hospital and directed to provide breath specimens. Breath specimens shall be tested by trained technicians using federally approved breath alcohol testing devices capable of producing printed results that identify the employee. If an employee's breath alcohol concentration is greater than 0.0, a second breath specimen shall be tested approximately 20 minutes later. The results of the second test shall be determinative. Alcohol tests may, however, be a breath, blood or saliva test, at the County's discretion. The Department Head shall obtain documentation from the testing facility regarding the results of the test.

2. Drug Testing. Applicants and employees subject to drug testing shall be driven to Richland Hospital and directed to provide urine specimens. Employees may provide specimens in private unless they appear to be submitting altered, adulterated or substitute specimens. Collected specimens shall be sent to a federally certified laboratory and tested for evidence of marijuana, cocaine, opiates, amphetamines, PCP, benzodiazepines, methadone, methaqualone and propoxyphane use. (Where indicated, specimens may be tested for other illegal drugs.) The laboratory shall screen all specimens and confirm all positive screens. There shall be a chain of custody from the time specimens are collected through testing and storage. The laboratory shall transmit all positive drug test results to the Department Head.

G. Administrative Suspension Pending Results of Testing. Employees will be paid for time spent in alcohol/drug testing and then administratively suspended with pay (if the results of the testing are not immediately known) pending the results of the drug/alcohol test. After the results of the test are received, a date/time will be scheduled to discuss the results of the test. This meeting will include the Department Head, the County's labor attorney or a human resources representative.

H. Consequences of a Positive Test or Refusal to Submit to Testing. Employees who have tested positive, or otherwise violated this policy, are subject to discipline, up to and including discharge. Depending upon the circumstances and the employee's work history/record, the County may offer an employee who violates this policy or tests positive the opportunity to return to work on a last chance basis pursuant to mutually agreeable terms, which could include follow-up drug or alcohol testing at times and frequencies determined by the County for a minimum of one (1) year. If the employee either does not complete their rehabilitation program or tests positive after completing the rehabilitation program, they will be subject to immediate discharge from employment.

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated. If the employee refuses to be tested yet the Department Head believes they are impaired, under no circumstances will the employee be allowed to drive himself or herself home.

The first time an employee tests positive for alcohol or illegal drug use under this policy, the result will be discipline up to and including discharge.

I. Confidentiality. Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the County shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed where relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee.

X. PROCEDURES FOR COMMITTEE AGENDAS, MINUTES AND RESOLUTIONS

In accordance with the Rules of the Richland County Board (attached as Addendum D), a copy of all agendas and minutes of county board committee meetings must be sent to the County Clerk's office. A copy of all proposed resolutions appearing on the agenda of a county board committee meeting must be sent to the County Clerk's office and Corporation Counsel. All agendas and minutes must be sent to the MIS Department to be placed on the County's official website.

XI. PROCEDURES FOR APPROVAL OF EXPENDITURES AND USE OF PERSONAL CREDIT CARDS

For those department heads who have regularly-scheduled oversight committee meetings, it is his/her responsibility to provide the oversight committee with documentation of expenditures for approval. Approval of expenditures must be a part of the monthly agenda. For those departments which have less frequent committee meetings, a semi-annual review of the budget and expenditures is required.

The County's voucher system is the approved process for making expenditures for the County. Use of personal credit cards is not an approved method for County expenditures and their use is discouraged. Prior approval must be obtained to use a personal credit card for County expenditures.

HANDBOOK OF PERSONNEL POLICIES AND WORK RULES OF RICHLAND COUNTY

Developed by
Finance and Personnel Committee
In Collaboration with County Department Heads,
Elected and Appointed Officials
and Employee Representatives

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HANDBOOK OF PERSONNEL POLICIES AND WORK RULES

Definitions:

“County employee” is defined to include the following full-time and part-time positions. The Department Head is the first position listed for each Department. Departments are set forth in capital letters. Department Heads are set forth in **BOLD**. **Denotes Employees Exempt from Fair Labor Standards Act.*

AMBULANCE/EMERGENCY GOVERNMENT OFFICE

Emergency Medical Services/Emergency Management Director*

Advanced Emergency Medical Technician

Emergency Management Specialist

CHILD SUPPORT AGENCY

Child Support Administrator/Assistant Corporation Counsel*

Lead Child Support Worker

Child Support Worker

CLERK OF CIRCUIT COURT’S OFFICE

Clerk of Circuit Court

Deputy Clerk of Circuit Court

Clerical Assistant II

COURTHOUSE MAINTENANCE

Maintenance Supervisor

Custodian

CORPORATION COUNSEL’S OFFICE

Corporation Counsel*

COUNTY ADMINISTRATOR

County Administrator*

COUNTY CLERK’S OFFICE

County Clerk

Accounting Supervisor/Deputy County Clerk

Payroll and Benefits Specialist

Accounts Payable Specialist

DISTRICT ATTORNEY’S OFFICE

District Attorney*

Assistant District Attorney*

Legal Assistant

Victim/Witness Coordinator (24 hours/week)
and Legal Secretary (11 hrs/week)

ECONOMIC DEVELOPMENT DIRECTOR’S OFFICE

Economic Development Director*

FAIRGROUNDS / RECYCLING
Fair and Recycling Coordinator
Groundskeeper

FAMILY COURT COMMISSIONER
Family Court Commissioner*

HEALTH AND HUMAN SERVICES

Director*

~~Manager of Operations*~~ Business and Financial Services Manager*
~~Administrative Supervisor*~~ Administration and Building Operations Manager*
Confidential Administrative Secretary*
Aging and Disability Resource Center Manager*
Child and Youth Services Manager*
Children's Long-Term Support & Birth to Three 3 Supervisor*
Behavioral Health Services Manager*
~~Business Systems Supervisor*~~ Business System Analyst
Comprehensive Community Services Supervisor*
Comprehensive Community Services Quality Coordinator*
Economic Support ~~Manager Supervisor~~ Manager*
Economic Support Lead Worker*
Public Health Manager/Local Health Officer*
Disability Benefit Specialist*
Adult Protective Services Worker*
Information and Assistance Specialist*
Child and Youth Case Manager*
Children's Long Term Support and Birth to Three 3 Case Manager*
Case Manager*
Early Intervention Special Educator*
Mental Health Therapist (Licensed)*
Mental Health Therapist (Non-Licensed)*
Substance Abuse Counselor*
Treatment Court Coordinator*
Psychiatric Nurse*
Public Health Clinic Nurse*
Public Health Nurse*
Health and Wellness Coordinator*
Quality Coordinator*
Youth Aide Worker*
Secretary
Clerical Assistant II
Fiscal Specialist
Nutrition Program Coordinator
Elderly Benefit Specialist
Economic Support Specialist
Occupational Therapist (part-time)
Speech and Language Pathologist (Part-time)
Nutrition Site Worker (part-time)
Nutrition Driver (Temp/Casual)
Driver/Escort Driver (Temp/Casual)
English/Spanish Interpreter (Temp-Casual)

HIGHWAY DEPARTMENT

Highway Commissioner*

Patrol Superintendent*

Bookkeeper

Clerk

Lead Grade Foreman

Lead Paving Foreman

Lead Shop Foreman

Assistant Shop Foreman

Heavy Equipment Operator/Patrolman

Parts Manager/Shop Clerk

~~Patrolman~~

Sign Foreman

~~Truck Driver~~

Welder and Mechanic

JUDICIAL OFFICE

Register in Probate/Probate Registrar/Juvenile Clerk/Judicial Assistant*

LAND CONSERVATION OFFICE

County Conservationist*

Secretary

Conservation Technician

MANAGEMENT INFORMATION SYSTEMS

Management Information Systems Director*

Management Information Systems Administrator

Management Information Systems Assistant

PINE VALLEY HEALTHCARE AND REHABILITATION CENTER

Administrator*

Administrative Assistant*

Nursing Administrator Assistant*

Director of Nursing*

Registered Nurse Manager*

Registered Nurse Supervisor

Social Services Supervisor*

Human Resources Director*

Registered Nurse

Licensed Practical Nurse

Medication Aide

Certified Nursing Assistant

Personal Care Worker

Resident Assistant

Maintenance Supervisor*

Maintenance Worker

Housekeeper Lead*

Housekeeper

Laundry Worker

Food Service Supervisor*
Lead Cook
Food Service Worker I
Food Service Worker II
Cook I
Social Worker*
Activities Director/Volunteer Service Coordinator
Activity Aide
Clerical Assistant*
Fiscal Clerk*
CBRF Unit Clerk
Unit Clerk
Manager of Health Information Services*

REGISTER OF DEEDS' OFFICE

Register of Deeds

Deputy Register of Deeds

SHERIFF'S DEPARTMENT

Sheriff

Chief Deputy*
Road Patrol Lieutenant*
Office Manager/Confidential Assistant
Secretarial/Clerical Assistant II (part-time)
Dispatcher/Jailer

SYMONS NATATORIUM

Director*

Assistant Director
Maintenance
Instructors
Life Guard
Receptionist

TREASURER'S OFFICE

County Treasurer

Deputy County Treasurer
Real Property Lister
Assistant Real Property Lister (part-time)

U.W. EXTENSION OFFICE

Clerical Assistant II
Administrative Secretary

UW-RICHLAND FOOD SERVICE

Food Services Supervisor*

Food Service Worker
Cafeteria Worker (part-time)
Food Service Worker – Temporary Casual

VETERAN SERVICE OFFICE

Veteran Service Officer

Veterans Benefit Specialist

ZONING DEPARTMENT

Zoning Administrator*

Office System Technician

Geographical Information Systems (GIS) Technician/

Assistant Zoning Administrator/Sanitarian

INTRODUCTION TO YOUR EMPLOYEE HANDBOOK AND WORK RULES

This Handbook of Personnel Policies and Work Rules (the “Handbook”) provides a broad overview of Richland County’s (the “County”) employment policies, practices, procedures, and benefits. The Handbook is provided to you as a guideline and does not cover all of the County’s policies, practices, procedures, or benefits, nor does it provide a written answer to every possible employment situation.

Notwithstanding any provision herein, and subject to applicable law, the County reserves the right to make employment-related decisions on a case-by-case basis. The County reserves the right, as allowed by law, to unilaterally interpret, change, modify, suspend, amend, delete, or cancel any provision of this Handbook or procedures or benefits discussed herein at any time, without advance notice, in its sole discretion.

The County expects every employee to familiarize him/herself with this Handbook and to keep the Handbook accessible for easy reference. This Handbook supersedes all previous verbal and written policies. If you have any questions regarding any of the items in this Handbook, please contact the County Clerk’s Office.

An electronic copy of this Handbook can be accessed on the County’s website.

EXTENT OF HANDBOOK

Extent of Handbook: Powers and duties of the Finance and Personnel Committee (Health and Human Services, Pine Valley Healthcare and Rehabilitation Center, Highway Department, Sheriff’s Department – See Addendum).

The Finance and Personnel Committee shall have final jurisdiction over all personnel matters relating to County employees which are dealt with in this Handbook. Department Heads shall have the authority to issue an addendum dealing with department specific issues provided such addenda are approved by the Finance and Personnel Committee. Department Heads shall have the authority to administer and manage personnel at the Department level provided such administration and management is in compliance with this handbook and applicable addendum. In the event of a conflict between this handbook and an approved department addendum, the addendum shall control.

All other personnel policies relating to County employees which have been issued by Finance and Personnel Committee or Departments of County government are void effective on the date this handbook and addenda issued hereunder are approved. All previous Resolutions or Ordinances adopted by the County Board and relating to personnel policies for County employees are hereby repealed to the extent that they are in conflict with this Handbook. It is the intent of the County Board that this Handbook of Personnel Policies and Work Rules shall be considered a Civil Service or Merit Policy except that the County Board has elected not to establish a Civil Service Commission.

All matters covered by this Handbook, including but not limited to, salary levels, hiring, promotion, reclassification, discharge, demotion, discipline, suspension and any and all such matters relating to County employees under this Handbook of Personnel Policies and Work Rules shall be under the jurisdiction of the Finance and Personnel Committee in accordance with this Handbook. It is recognized that, by Wisconsin Statutes, certain committees, boards and elected officials have the right to hire and fire some members of their staff, but, in such instances, those committees, boards and elected officials are encouraged to consult with the Finance and Personnel Committee prior to making such decision.

The Finance and Personnel Committee shall have final authority over all matters set forth in this Handbook, except that the Finance and Personnel Committee shall make recommendations to the County Board as to all matters relating to salary levels, position reclassifications and the creation or

elimination of positions, the final decision on which shall be made by the County Board. As to all matters relating to salary levels and position reclassifications, the Finance and Personnel Committee shall first receive the recommendation to the County Board.

This Handbook shall not apply to the extent that conflicts with State or Federal laws, rules or regulations, including the County's Affirmative Action/Civil Rights Compliance Plan which was approved by the County Board on May 18, 1993, which shall supersede this Handbook in the appropriate instance.

This Handbook is not intended to create a contract of employment, express or implied, or evidence of a contract of employment, between the County and any one, or all, of its employees. Only the County Board has the authority to enter into such contracts. Any such agreements must be in writing and signed by an authorized representative of the County Board and the employee.

Except as required by the laws of the State of Wisconsin, every employee of the County serves as an at-will employee. As such, the County cannot guarantee you or any employee continued employment for any definite period of time. You have the right to terminate your employment at any time, for any reason or no reason, and the County retains the same right to terminate your employment at any time, as allowed by applicable law.

MANAGEMENT RIGHTS

The management of Richland County and the direction of the working forces shall be vested exclusively in the Employer. Such management and direction shall encompass all rights inherent in the authority of the Employer, including, but not limited to the right to hire, recall, transfer, promote, demote, discharge or otherwise discipline and to lay off employees. Further, the Employer shall have exclusive prerogatives with respect to assignments of work, including temporary assignment, scheduling of hours including overtime, to create new, or to change or modify operational methods of control, and to pass upon the efficiency and capabilities of the employees.

EQUAL OPPORTUNITY

Equal opportunity is the County's policy. It is the County's policy to select the best qualified person for each position. The County does not discriminate against applicants for employment or against employees because of age, race, creed, color, disability, marital status, sex, national origin, ancestry, arrest record, conviction record, military service, or any other characteristic protected by federal, state or local law. This policy applies to all employment practices and personnel actions.

It is the duty of every employee to help create a job environment that promotes equal opportunity. Any incident or situation that you believe violates this policy should be brought to the immediate attention of your supervisor or other individual in management.

Failure to follow this policy will result in discipline, up to and including termination.

TERMS AND CONDITIONS OF EMPLOYMENT

Terms and Conditions of Employment (Health and Human Services, Pine Valley Healthcare and Rehabilitation Center, Sheriff's Department, Highway Dept. – See Addendum).

1. Office Hours:

- a. Courthouse: The normal office hours for regular, full-time County Employees are 8:30 a.m. to 4:30 p.m., Monday through Friday, every day except holidays set forth in this Handbook.
- b. Highway Department: The normal office hours for regular, full-time County

employees are 7:00 a.m. to 3:30 p.m., Monday through Friday, every day except holidays set forth in this Handbook.

- c. Sheriff's Department: The normal office hours for regular, full-time County employees are 8:00 a.m. to 4:00 p.m., Monday through Friday, every day except holidays set forth in this Handbook.
- d. Health and Human Services: The normal office hours for regular, full-time County employees are 8:00 a.m. to ~~5:00~~ 4:30 p.m., Monday through Friday, every day except holidays set forth in this Handbook. Various programs will operate later into the evening as needed.
- e. Pine Valley Healthcare and Rehabilitation Center: The normal office hours for regular, full-time County employees are 8:00 a.m. to 4:15 p.m., Monday through Friday.
- f. Extension Offices: The normal office hours for regular, full-time County employees are 8:30 a.m. to 4:30 p.m., Monday through Friday, every day except holidays set forth in this Handbook.
- g. UW-Richland Food Service: The normal hours for the cafeteria are 7:15 a.m. to p.m., Monday - Thursday; 7:15 a.m. to 2:00 p.m. Friday, except holidays set forth in this Handbook.
- h. Management Information Systems: The normal office hours for regular, full-time County employees are 8:00 a.m. to 5:00 p.m., Monday through Friday, every day except holidays set forth in this Handbook.
- i. Symons Natatorium: The normal hours for regular, full-time County employees are 8:30 a.m. to 5:00 p.m., Monday through Friday, every day except holidays set forth in this Handbook.

The above listing is for the purpose of notification of when offices will be open. This listing is not indicative of the number of hours worked per day or does it indicate the amount of time allocated for lunch. County Offices shall make every attempt to remain open during the noon hour during all week days except for holidays set forth in the Handbook of Personnel Policies and Work Rules.

- 2. **Outside employment**: Employees of the County may accept outside employment as long as such employment does not interfere with the employee's responsibility to the county or does not represent a violation of the Rules of conduct as set forth in this Handbook.

Public sector employers may not allow their employees to volunteer without compensation, additional time to do the same work for which they are employed.

- 3. **Pay period**: Employees are paid every other Friday. If a holiday falls on Friday, the checks will be issued late on Thursday. Employees must sign up for direct deposit of their paychecks.
- 4. **Time Paid**: All paid time shall be considered time worked for the purpose of computing overtime.
- 5. **Accident and Injuries**: All injuries or accidents involving employees or visitors will be reported immediately to the Department Head and the employee or person assisting. All employee accidents shall be reported to the Richland County Clerk.
- 6. **Health Examinations**: Any health examination required as a condition of employment will be paid by the County.
- 7. **Breaks**: Two 15 minute breaks are granted as your workload allows. These are not to be used for leaving work early, to make up tardiness or to accumulate time off.

8. **Leave of Absence:** Leaves of absence without pay for up to six months may be granted by the Department Head subject to the approval of the Finance and Personnel Committee. Requests for leaves of absence shall be in writing and directed to the employee's Department Head. The Finance and Personnel Committee, after receiving the recommendation of the Department Head, may extend a County employee's leave of absence for up to an additional six months, no County employees may be granted a leave of absence in excess of one year in duration. All leaves of absence shall be reported to the County Clerk's Office within one week of its occurrence. All requests will be considered on their merits.

County employees receiving leaves of absence for medical reasons must exhaust their sick leave before starting the leave of absence. The County will pay its normal health insurance premium contribution for those employees who are on Worker's compensation for a period of up to one year and for those employees who are on a medical leave of absence for a period of up to six months. County employees do not generate vacation and sick leave during unpaid of absence.

Except in cases of family or medical leave governed by this handbook, employees, whether full-time or part-time, may continue their health insurance coverage during any approved non-medical leave of absence, with the employee paying 100% of the premium at least two weeks in advance of the due date.

9. **Flexible Work Schedule:** A flexible work schedule may be arranged by mutual agreement between employee and department head. In the event it is a department head requesting a flexible schedule, the supervising committee must approve. The schedule may be revised or terminated at any time.
10. **Seniority or Length of Hire:** Seniority or length of hire is defined as an employee's total length of continuous service with the county.
11. **Performance Evaluations:** The supervising committee shall conduct annual performance evaluations of the director/department head/commissioner (exception: Elected County officials). The directors/department heads/commissioner shall conduct annual performance evaluations of their staff using the standard forms available in the County Clerk's office.
12. **Personnel Files:** The County will grant an employee access to his/her personnel files as required by applicable law. Certain personnel records may be excluded from this review, as permitted by law. Should you want copies of your personnel record, the County reserves the right to charge you the costs of copying your record.
13. **Time Cards (Time Keeping):** Accurately recording time worked is the responsibility of every employee. Federal and state laws require the County to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Hourly employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work, except in exceptional circumstances, must always be approved before it is performed and paid at the appropriate legal rate.

Tampering, altering, or falsifying time cards or recording time on another employee's time card may result in disciplinary action, up to and including discharge.

Hourly employees should report to work no more than seven (7) minutes prior to their scheduled starting time and stay no more than seven (7) minutes after their scheduled stop time without express, prior authorization from their supervisor.

It is the employee's responsibility to complete and sign his/her own time card to certify the accuracy of all time recorded. The supervisor will review and then sign the time card before submitting it for payroll processing. In addition, if corrections or modifications are made to the time card, both the employee and the supervisor must verify the accuracy of the changes by initialing the time card.

COMPENSATION AND FRINGE BENEFITS

Salaries: See Richland County Salary Grades

The provisions of this section apply to all County employees except as otherwise noted and except that the following paragraphs relating to vacations and holidays do not apply to the position of the Chief Deputy Sheriff, Road Patrol Lieutenant and Confidential Administrative Secretary in the Sheriff's Department. The Chief Deputy Sheriff, Road Patrol Lieutenant and Confidential Administrative Secretary shall receive vacation and holiday benefits as well as longevity pay and uniform allowance in accordance with the applicable bargaining agreement covering the Sheriff's Department.

The provisions of this section relating to part-time employees apply only to those part-time County employees who were hired before October 22, 1992. Part-time County employees shall receive fringe benefits under this section only if the normal working hours for the employee's position are at least half-time for the department in which the position is situated. Part-time employees working more than half-time on a temporary basis are not entitled to fringe benefits under this section.

1. **Health Insurance:** The County will determine its health insurance carrier, plan composition, and employee contribution for these premiums on a periodic basis, but in no case will contributions required of employees exceed the limits established under law. The health insurance carrier, plan composition and employee contribution is subject to change from time to time at the sole discretion of the County, with or without notice. In the event of a conflict between the description of benefits in the Handbook, and the actual plan documents, the plan documents shall prevail.

The County agrees to pay the premium for single or family health insurance in the amount of eighty-eight (88%) of the gross premium.

Premiums for part-time employees will be pro-rated for each calendar quarter based on the average number of hours that the employee was paid during the previous calendar quarter. The County agrees to pay the following portion of the premium:

34+ hours	88%
25 hours – 33.99 hours	78%
17.5 hours – 24.99 hours	68%, and

A copy of the health insurance policy will be given to the County employee by the insurance agent. Except in cases of family or medical leave governed by this handbook, employees, whether full-time or part-time, may continue their health insurance coverage during any approved non-medical leave of absence, with the employee paying 100% of the premium. In the case of such a leave of absence, the employee's premium payment is to be calculated by dividing the total annual premium in effect at the start of the employee's leave of absence by the number of hours which the employee works per year then multiply

that figure by the number of hours in the employee's leave of absence. COBRA coverage will be provided as determined by Federal law. (See County Clerk's Office).

Any full-time employee with a reduction in full-time hours in the department where you work will have sick, vacation and holiday pay refigured on the previous calendar quarter based on the hours the employee actually worked.

Dental Insurance: The County will determine its dental insurance carrier, plan composition and employee contribution for these premiums on a periodic basis, but in no case will contributions required of employees exceed the limits established under law. The dental insurance carrier, plan composition and employee contribution is subject to change from time to time at the sole discretion of the County, with or without notice. In the event of a conflict between the description of benefits in the Handbook, and the actual plan documents, the plan documents shall prevail. Currently, the County provides dental insurance. The County's monthly contribution to the premium for the dental insurance plan for part-time (35 hours per pay period and above) and full-time employees shall be \$52.39 for the family dental plan and \$18.31 for the single dental plan. Except in cases of family or medical leave governed by this handbook, employees, whether full-time or part-time, may continue their dental insurance coverage during any approved non-medical leave of absence, with the employee paying 100% of the premium.

2. **Loss of Time Insurance:** A loss of time policy is available to County employees at the employee's expense.
3. **Retirement Plan:** Richland County participates in Wisconsin Department of Employee Trust Funds. Participation in the retirement plan is dictated by Employee Trust Funds which is currently determined as 1,200 hours in a twelve month period.

The County pays 50% of the required WRS contributions and the remaining 50% is paid by the employee.

4. **Life Insurance:** All County employees participating in the State Retirement Fund are eligible, after the completion of the probationary period, to obtain group life insurance. This life insurance is paid for in part by the County and in part by the participating County employee, based upon a formula determined by the State of Wisconsin, Department of Employee Trust Funds, based upon the Wisconsin Statutes. Survivors and dependents life insurance is also available at employee option and entirely at employee expense.
5. **Section 125 Flex:** Employees may use pretax earnings to pay for medical expenses (including health insurance premiums and qualified dependent care expenses).

6. **Paid Holidays:** The following paid holidays are observed:

Holidays	Non Union	Professionals	Pine Valley	Highway	Emergency Medical Services	Courthouse	Sheriff's
New Year Day	X	X	X	X	X	X	X
Good Friday	X	X		X	X	X	
Easter			X		X		
Memorial Day	X	X	X	X	X	X	X
Independence Day	X	X	X	X	X	X	X
Labor Day	X	X	X	X	X	X	X
Thanksgiving	X	X	X	X	X	X	X
Day After Thanksgiving	X	X		X		X	
Last Day Before Christmas	X	X		X	X	X	X
Christmas Day	X	X	X	X	X	X	X
Veterans' Day			X		X		X
Floating Holiday	X	X		X		X	
2 Personal Days			X				
Birthday							X
Total	10	10	10	10	10	10	9

- Regular, part-time employees who work 35 hours per pay period or more are paid one-half day of holiday for each day of holiday.
- Any full-time employee with reduction in full-time hours in the department where you work will have sick, vacation and holiday pay refigured on the previous calendar quarter based on the hours the employee actually worked.
- In the event a holiday falls on a Saturday, it shall be observed on the previous Friday. In the event a holiday falls on a Sunday, it shall be observed on the following Monday. In the event Christmas falls on a Monday, the Christmas Eve holiday shall be observed on the previous Friday. In the event Christmas falls on

- a Saturday, the Christmas holiday shall be observed on the following Monday.
- d. It is understood that no veteran will be denied Veteran's Day as his or her floating holiday as long as the floating holiday has not been used.
 - e. Employees will be paid at their straight time hourly rate as holiday pay for these holidays. An employee called to work on a holiday shall be paid one and one half (1½) times the straight time hourly rate, plus receiving his/her holiday pay.
 - f. To qualify for holiday pay, employees must work all regularly scheduled work time for one scheduled work day immediately preceding the holiday and one scheduled work day immediately following the holiday, unless on an excused absence or vacation.
 - g. Floating Holiday: Upon successful completion of probationary period, one floating holiday is accrued on the first pay period of every year and must be used within that calendar year. It must be taken as one full day off only and may not be broken into hourly increments. It is not paid out upon termination of employment.
 - h. If the holiday comes during the employee's vacation, he/she shall be granted an additional day off with pay at the beginning or end of his/her vacation period, or by mutual agreement at some other time.
7. **Bereavement Leave:** In the event that a death in the immediate family of an employee requires his/her absence from work, the employee may be absent up to three (3) days without loss of pay for the regular work days for which he/she should have worked but for his/her absence. Immediate family shall be defined as: spouse, parent, child, step child, sibling, mother/father in-law, brother/sister in-law, son/daughter in-law, grandparent of employee or spouse, grandchild of employee or spouse, step parent, registered domestic partner. A registered domestic partner is defined as one who is registered either with the State of Wisconsin or Employee Trust Funds.

The amount of time taken off should be reasonably necessary under all circumstances, such as time required in order for the employee to arrange for the funeral of the deceased and to attend the funeral of the deceased.

In the case of the death of an employee's or spouse's aunt, uncle, niece and nephew, the employee will be given paid funeral leave of one (1) day of the funeral only, provided the day of the funeral is the employee's scheduled workday and he/she attends the funeral. Funeral pay will not be given for employees on layoff, vacation or any kind of leaves of absence. Notice and reason for intended absence due to death in the immediate family is to be given promptly to the employee's department head.

8. **Compensatory Time:** Compensatory time is accumulated by non-exempt County employees on an emergency basis on other than regular working hours. Elected officials, Department Heads, Extension Agents, the Chief Deputy Sheriff and the Road Patrol Lieutenant are not eligible to receive compensatory time.

Compensatory time is accumulated only with the Department Head's prior approval in each instance. Compensatory time is accumulated at the rate of one and one-half hours of compensatory time for each hour worked over 40 hours per week. In instances where compensatory time has been authorized, the employee has the choice of whether to accumulate the extra work time as compensatory time or to be paid for it. Compensatory time may be accumulated up to a maximum of 24 40 hours per calendar year and it shall then in all instances be taken by the last pay period of the calendar year in which it was generated or it will be paid for by the last pay period of the year. Compensatory time off shall be by mutual agreement between the employee and his/her Department Head. Any eligible time over an accumulated 24 40 hours per year of compensatory time must be paid

out. Notice of all accumulated compensatory time shall be reported to the County Clerk's Office.

9. **Overtime:** An employee may work extra hours and thereby accumulate either compensatory time or overtime only with the Department Head's prior approval. Employees who have the department Head's prior approval and who are directed to work beyond normal working hours, as specified in this handbook, and who make a proper election to be paid overtime, shall be paid straight time up to 40 hours per week and time-and-one-half payment for any work over 40 hours per week. All overtime must be reported to the County Clerk's Office. Elected officials, Department Heads, Extension Agents, the Chief Deputy Sheriff, Road Patrol Lieutenant and all employees holding positions which are marked with an asterisk in this Handbook are not eligible to receive overtime.

Any employee called in to work at a time other than his/her regular schedule of hours, except where such hours are consecutively prior to or subsequent to the employee's regular schedule of hours, shall receive a minimum of two (2) hours of compensation.

The County has determined that employees listed on pages 4 through 8 of this Handbook with a designation of an asterisk (*) are exempt from the provision Of Fair Labor Standards Act.

10. **Sick Leave:** Sick leave is defined as an employee's absence from duty because of illness, bodily injury, diagnostic treatment, dental procedures, optician's services, exposure to contagious disease, attendance upon members of the immediate family whose illness requires the care of such employee. In the event there is evidence that an employee is claiming sick leave for the purpose other than defined, the employer may require that such employee verify the validity of his/her claim.

Sick leave is to be used by County employees when the employee or a member of his or her family is disabled by sickness or, in case of the employee, is sufficiently disabled by sickness to be unable to attend their county employment. Sick leave may also be used by the employee to attend medical appointments for themselves or for their immediate family (spouse or children). For care of a parent or parent-in-law, FMLA forms will need to be completed. All sick leaves must be reported biweekly to the County Clerk's Office. Elected officials are not eligible to receive sick leave.

Sick leave accrues at the rate of one day per month on the staff person's anniversary date for full-time employees. Regular, part-time employees working at least 17 and 1/2 hours per week or 70 hours per month shall accrue sick leave at a rate of one-half of the sick leave generated by full-time employees. Up to 126 days of sick leave may be accrued.

Any full-time employee with reduction in full-time hours in the department where you work will have sick, vacation and holiday pay refigured on the previous calendar quarter based on the hours the employee actually worked.

Sick leave shall accumulate for not more than one-hundred twenty six (126) days.

A doctor's statement and/or completion of Family Medical Leave forms are required where more than three (3) consecutive days of sick leave are taken except in case of maternity leave. Richland County reserves the right to require a doctor's certificate in any case where sick leave has been or is proposed to be taken.

In the event an employee suffers an injury or illness in the course of performing his/her duties, the employee may use accumulated sick leave to make up the difference between what the employee receives from Worker's Compensation payments and his/her regular pay. The employee using sick leave under this section will be charged only for the portion of a full day's sick leave needed to supplement Worker's Compensation to equal the employee's full day's pay. An employee cannot collect more compensation than he/she would have been paid had he/she been working.

The following 3 paragraphs apply only to employees who were hired by Richland County prior to January 1, 2018. (This benefit is not available to employees hired after December 31, 2017.)

All accrued sick leave is lost when employment ceases, including when the individual is appointed to, or elected by the voters, to a full-time elected County position; exceptions are death, retirement or early retirement.

Any unused sick leave accumulated by the employee to a maximum of sixty (60) days at the time of death or retirement shall be paid to the employee in a lump sum upon death or retirement, provided that upon retirement the employee is eligible for retirement benefits under the Wisconsin Retirement Fund. In lieu of payment each such employee shall be offered the option of converting 90% of his/her eligible accumulated sick leave (up to 126 days) to payment toward health insurance premium. The employee election provided in this paragraph shall be in writing and shall be submitted to the County Clerk. The employee may not change his/her election once it has been submitted.

Except as otherwise authorized in special circumstances, a Department Head shall leave a position vacant for such period of time as is necessary to recoup the cost of providing the benefit described in the preceding paragraph.

The following paragraph applies to employees who were hired by Richland County after December 31, 2017:

All accrued sick leave is lost when employment ceases, including when the individual is appointed to, or elected by the voters, to a full-time elected County position. Accrued but unused sick leave is not paid to employees when employment ceases.

11. **Voluntary Sick Leave Donation:** This policy is intended to provide financial assistance and support to regular full-time and regular part-time employees of the County who have exhausted all paid time off benefits and are unable to return to work due to a catastrophic illness or injury suffered by them.

A catastrophic illness is defined as "a prolonged non-occupational illness or injury which is life threatening as determined by the County Clerk and supported by medical substantiation from the employee's treating physician, and would result in the employee having to go on unpaid leave of absence or terminate their employment."

Richland County employees may voluntarily donate up to three (3) sick days to a fellow worker who meets the above definition. All donations are irrevocable and will not be returned to the donating employee even if the recipient does not use the time. Only full days may be donated.

Time donated will be credited to the account of the recipient for use. Donated days will be paid at the rate of pay of the recipient. Unused donated days will not be paid out in any circumstance upon separation from employment. Recipients are eligible to receive up to

60 days of donated sick time under this policy.

The County Clerk will maintain all records relating to this policy. The County reserves the right to modify or terminate this policy at any time with or without notice.

12. **Vacation:** For full-time employees, vacations shall be accrued based upon years of service and may be used as time is accrued after the employee has successfully completed the first six months of employment. Vacation shall be accrued at the following rate: for newly hired employees, one work week after 6 months of employment and one additional work week after 1 year of employment; 3 work weeks after six years of employment, four work weeks after twelve years of employment, five work weeks after twenty-three years of employment. Vacation must be used within 18 months following the employee's anniversary date. The Finance and Personnel Committee is authorized to extend this deadline if the employee has been unable to take their accrued vacation within 18 months due to unforeseen circumstances. Vacation time not taken in accordance with this paragraph is forfeited. While vacations may be taken at any time, County employees are required to notify their Department Head of their expected vacation dates as soon as they are known to the employee. All Department Heads shall have the authority to disapprove a County employee's proposed dates of vacation only if the proposed dates will disrupt the operation of that Department. If duplicate requested dates arise, the employee whose request was made first will be favored. Vacation days may be used singly or all at once. Regular, part-time employees who work at least half-time accrue vacation at one-half the rate for full-time employees. All vacation time must be reported biweekly to the County Clerk's Office.

All vacation time shall be taken in no less than one half (1/2) hour increments, unless otherwise agreed.

Any full-time employee with reduction in full-time hours in the department where you work will have sick, vacation and holiday pay refigured on the previous calendar quarter based on the hours the employee actually worked.

Employees who terminate their employment or who are laid off will be paid for vacation previously earned and not received for the current year up to the date of termination on a pro-rated basis. (see **page 23 Resignation/Retirement**)

Upon retirement, early retirement or separation from employment, an employee or beneficiary shall receive payment for unused vacation benefits and this payment will be paid in one lump sum. Unused compensatory time and vacation or sick leave benefits cannot be used to extend out the date of retirement, early retirement or separation.

Elected officials are not eligible to receive vacation.

13. **Family and Medical Leave:** Employees must submit FMLA paperwork as soon as the medical need is known. The County follows Federal and State Family and Medical Leave provisions. The County Clerk's office maintains the official documents for this leave and must be contacted for the information and official form as contained in the County's Family and Medical Leave Act Policy.

14. **Symons Employee Membership:** Employees of the Symon's Natatorium Complex are entitled to standard membership privileges at the Natatorium at no cost during the term of their employment there.
15. **Military Leave:** A leave of absence without pay shall be granted to employees in accordance with the Uniformed Service Employment and Re-employment Act with respect to reinstatement and seniority of employees entering or returning from Service in the armed forces of the United States.

RULES OF CONDUCT

Department heads are responsible to see that the provisions of this handbook are adhered to by themselves and by all of their subordinate county employees. Non-elected department heads who fail to see that their subordinates comply with this handbook or who fail themselves to comply with this handbook are subject to disciplinary action.

Grounds for Termination: Grounds for termination of employment or suspension with or without pay include but are not limited to the following:

- a. Incompetent job performance
- b. Frequent tardiness from employment
- c. Job-related dishonesty
- d. Repeated absence from employment
- e. Breach of confidentiality
- f. Inappropriate use of sick time in violation of this Handbook and any other County policies
- g. Drinking or drug abuse on the job or being under the influence of alcohol or drugs while on the job
- h. Insubordination
- i. Conviction of job-related criminal offense or offenses
- j. Violation of the provisions of this Handbook, an addendum, or any other county policies
- k. Violation of County's Code of Ethics Resolution, which states as follows:
No Department Head or County employee shall:
 - Use or attempt to use his or her position to secure any preferential or unlawful rights or advantages for himself or herself or others.
 - Have a financial or other personal interest which is in conflict with the proper discharge of his or her duties.
 - Disclose or use confidential information concerning Richland County to promote a private financial interest.
 - Accept any substantial gift, in any form, from a person who has business dealings with Richland County. (See Ethics Policy).
 - Use the County's tax exempt status for making personal purchases or for making purchases for non-County clubs or organizations.
- l. Elimination of job due to reorganization or lack of work.
- m. Elimination of job that has sunset per County Board Resolution.

Harassment: Unlawful harassment is prohibited. The County is committed to providing a professional work environment. This means that the County will not tolerate harassment directed at an employee, customer, or vendor, whether sexual harassment or harassment because of his/her

age, race, creed, color, disability, marital status, national origin, ancestry, arrest record, conviction record, military service, or any other characteristic protected by federal, state or local law.

What kind of harassment is prohibited? The county's policy is to provide an atmosphere free from discriminatory intimidation, ridicule, and insult based on age, race, creed, color, disability, marital status, sex, national origin, ancestry, arrest record, conviction record, military service, or any other characteristic protected by federal, state or local law. For example, unwelcome jokes concerning an individual's age, race, or ethnicity are unacceptable.

What is sexual harassment? Unwelcome conduct of a sexual nature constitutes sexual harassment if any of the following apply:

- a. Submission to such conduct is explicitly or implicitly made a term or condition of employment; or
- b. Submission to or rejection to such conduct affects employment decisions; or
- c. Such conduct has the purpose or effect of creating a sexually hostile work environment.

The following are examples of unwelcome conduct that could violate this policy.

- a. Sexual advances or requests for sexual favors.
- b. Verbal conduct of a sexual nature, e.g., comments about an individual's body, physical attributes, sexual activities, etc.
- c. Displays of sexual nature, e.g., calendars, photographs, magazines, etc.
- d. Offensive sexual jokes.

What is unlawful harassment on the basis of other protected characteristics? Unlawful harassment may be based on an individual's race, religion, national origin, age, disability, or any other characteristic protected by federal, state, or local law.

The following are examples of potentially harassing conduct:

- a. Comments regarding an individual's physical appearance or attributes.
- b. Mimicking an individual's accent or speech pattern.
- c. Use of racial or ethnic epithets.
- d. The telling of derogatory or offensive jokes.
- e. Harassing letters, emails, phone calls, or gifts.
- f. Comments about an individual's age or disability.

What should you do if you believe you are being harassed in violation of this policy? You must promptly report the conduct to the County Clerk. Your complaint will be investigated promptly. The information you provide will be shared on a "need-to-know" basis. Failure to report any potential harassment, however, may result in disciplinary action, up to and including termination.

What should you do if you are aware of another employee, client, customer, or vendor, who, you believe, is being harassed in violation of this policy? You must promptly report your concerns as described in the immediately preceding paragraph. All employees, whether victims of harassment or not, are expected to bring violations of this policy to the attention of the County by informing one of the individuals described above. Failure to report any potential harassment, however, may result in disciplinary action, up to and including termination.

What should you do if a customer or vendor treats you or another employee of the county in a way that might violate this policy? You must promptly report the concerns as if a County employee or agent did the harassment. Failure to report any potential harassment, however, may result in disciplinary action, up to and including termination.

What will be done to those who violate this policy? Appropriate disciplinary action will be taken against any employee found to have violated this policy. Such discipline can range from termination of employment, suspension, demotion, or pay cut, to a warning. In the case of harassment by a customer or vendor, the County will act promptly to remedy the harassment and prevent further occurrences.

No retaliation. There will be no retaliation against anyone who, in good faith, makes a report of a potential violation of this policy or who assists in the investigation of such a complaint. Any County employee who retaliates against another employee for making a complaint under this policy will be subject to termination.

Violence in the Workplace: Violence in the workplace is prohibited. The County is committed to providing a safe and healthy work environment free from intimidation, threats, or acts of violence. The County will not tolerate threats or acts of violence directed by an employee towards others.

Violence is defined to include, but is not limited to, physical assault, aggressive behavior (either physical or verbal), intentional destruction of the County's property, intimidation through verbalized or implied threats, fighting on or off the County's premises during work time (regardless of who instigates the altercation), or destruction of another's property on the County's property or while on County business. Any reported threats or acts of violence will be investigated as a serious violation of this policy and will be grounds for disciplinary action, up to and including immediate termination.

Do not assume that any threat or act of violence is not serious. Any employee who believes he/she has been threatened with violence, has been a victim of an act of violence, either related to or on the job, or is aware of another individual who has been subjected to or threatened with violence must report this information to his/her supervisor, to another supervisor, or to the County Clerk as soon as possible. The County will investigate such reports and take action appropriate to the situation. When necessary, the County will cooperate with local law enforcement agencies.

The County will not retaliate against any employee who in good faith reports potential violations of this policy. Therefore, failure to report a threat or act of violence may lead to disciplinary action, up to and including termination.

HIRING AND EMPLOYMENT CONSIDERATIONS

Procedure for hiring, promotions, terminations, suspensions, demotions, disciplinary actions and dismissal. (Except as otherwise provided in the Wisconsin Statutes or in the addendums of Health and Human Services, Pine Valley Healthcare and Rehabilitation Center, Sheriff's Department, the Highway Department, and in Sheriff's Department Ordinance 89-7 as amended).

1. **Hiring for Long-Term Vacancies (90 days or longer):** Whenever it appears to a Department Head that an approved job position within the department will be vacant for a period of 90 days or longer the following the process defined in the Richland County Administrative Manual. ~~procedure shall be followed:~~

- ~~a. The Department Head shall immediately notify the supervising committee and the County Clerk, who shall in turn notify the Finance and Personnel Committee. In case of a vacancy in a Department Head position, the County Clerk shall perform the hiring steps which the Department Head would otherwise do.~~
- ~~b. The County Clerk or Department Head shall then place an advertisement in the Richland Observer to run for at least two weeks. The County Clerk or Department Head must also send the advertisement to the MIS Department who shall advertise the position on the County website. The advertisement shall, at a minimum briefly describe the job position, necessary qualifications, where and how to apply for the position and include the sentence that the County is an equal opportunity employer. All applicants must be directed to fill out the application form attached as Addendum B to the County's Administrative Manual unless the department has its own approved application form.~~
- ~~c. The Department Head or designee and the applicable committee or board may interview those applicants who appear from their written applications to be qualified for the job;~~
- ~~d. Skills testing is required for all positions. The Department Head shall determine what skill tests are necessary and appropriate for each position and when in the hiring process to administer the tests. All tests shall be designed to determine whether the applicant has the basic skills and aptitude necessary to satisfactorily perform the job duties of the position. Department Heads may seek approval from their supervisory committee and the Finance and Personnel Committee to not administer skills testing for specific positions if skills testing is not necessary to determine if the applicant has the basic skills for the position.~~
- ~~e. Background checks must be performed on all final candidates prior to making an offer of employment in accordance with department policy and state and federal law. Except as otherwise required by law, the scope of the background check shall be determined by the Department Head. The Department Head shall obtain a legal review if the background check reveals information that may be used adversely against the candidate.~~
- ~~f. The appropriate board or committee, after receiving the recommendation of the Department Head, shall make the final decision as to who shall be hired;~~
- ~~g. The County Clerk shall not pay wages to any County employee whose hiring has not been accomplished in accordance with the Administrative Manual policy ~~this paragraph~~ or appropriate addendum.~~

2. **Hiring for Temporary Vacancies (Less than 90 days):** Whenever it appears to the Department Head that a job position within the department will be vacant for a period of less than 90 days, the Department Head with the approval of the chairperson of the Department Head's supervisor committee, may hire a limited term employee on an emergency basis not to exceed thirty (30) working days which shall expire when the regular employee returns to the position or the position is filled by a regular employee. The Department Head shall also give written notice to the Finance and Personnel Committee and to the County Clerk when filling a vacant position with a limited term employee. All persons filling temporary vacancies under this paragraph shall be paid at the probationary rate for Grade 7 in the County's Job Classification and Salary Plan.
3. **Probation Period:** All County employees who are new to a full-time or part-time County position shall serve a probation period the length of which shall not be less than 6 months in duration. County employees who are offered a new position within the same department where they work shall serve a probationary period the length of which

shall not be less than 3 months in duration. All Temporary/Casual County employees are required to work a minimum of 910 hours as their probationary period. The purpose of the probation period is merely to require that the job performance of all employees who are new to a County position is reviewed within a fixed period from the employee's start of work in any position. The purpose of this initial review is to determine:

- If the employee is to continue in the position in regular status, or
- If the employee's employment in the position is to be terminated. No inference is to arise from the use of the terms "probation" or "probation period" that any employee has, upon the successful conclusion of that employee's probation period, any job security than is otherwise expressly set forth in these Personnel Policies.

Any employee's probation period can be extended up to a maximum of an additional six months. The granting of extensions shall be by the Finance and Personnel Committee, after receiving the recommendation of the Department Head. Employees whose probation periods are extended are not eligible to receive their post-probation salary increases until the end of their probation period, as extended.

Department heads shall submit to the supervising committee of the department a written evaluation of the performance of each employee on probation in the department and also a recommendation as to whether or not that employee merits the continuation of regular status as a County employee. Written notice shall be given to the affected employee before the end of the employee's probation period. If the affected employee has not satisfactorily completed his or her probation period so that his or her county employment is to be terminated or if the affected employee's probation period is to be extended. Department heads shall immediately notify the County Clerk's Office as to the employment status of their probation employees as soon as that status has been determined by the department's supervising committee.

The Personnel and Finance Committee shall be notified in Closed Session of any employee who has been terminated or had his or her probation period extended. This notification shall be provided at a regularly scheduled Finance and Personnel Committee meeting immediately following the termination or placement on extended probation.

Probationary employees may be terminated at any time at the discretion of the Department Head. Discharges during the probationary period shall not be subject to the grievance procedure.

4. **Reclassification:** Reclassification of an existing position shall be undertaken only by County Board. The basis of all reclassifications shall be changed, increased duties of the position being reclassified. Unless the reclassification Resolution states otherwise, all incumbents of reclassified positions shall start in the reclassified position at the after probation rate for the reclassified position.
5. **Discipline, Suspension or Dismissal of an Employee:** If it is necessary to discipline, suspend or dismiss an employee, a notice in advance will be given as follows:
 - a. First step. The Department Head shall discuss and document in a timely manner all problems relating to the employee's job performance with the employee. In all

cases in which continuation of the unsatisfactory performance could lead to discipline, suspension and/or termination, the Department Head shall give the affected County employee written notice of the nature of the problem.

- b. If the employee fails in the opinion of the Department Head to correct adequately the problem giving rise to the above notice within the allowed time period, the Department Head shall present the issue to the Finance and Personnel Committee for advice and consultation. The department head and the Finance and Personnel Committee will discuss what, if any, job action is to be taken relative to an employee. The department head has the authority to take disciplinary action up to three (3) days suspension without pay provided the department head has notified the Finance and Personnel Committee of the decision.
 - c. The above steps in the process of disciplining an employee serve only as a guide and can be bypassed in appropriate situations as determined by the Department Head and/or Finance and Personnel Committee.
 - d. The department head shall not have the authority to terminate a non-probationary employee. All terminations must be presented to the Finance and Personnel Committee for review and final approval. Prior to the termination, the Finance and Personnel Committee shall insure that the affected employee is given written notice that termination of the employee has been proposed and the reasons therefore. The employee shall also receive written notice, in accordance with the provisions of the Wisconsin Open Meetings Law, of the time, date, and place of the Finance and Personnel Committee's meeting when such termination is to take place. Nothing in this section shall prevent the Finance and Personnel Committee from suspending the employee without pay pending the meeting referenced therein.
 - e. The Richland County Discipline/Termination Grievance Policy and Procedures are to be followed should an employee decide to file a grievance. See Appendix A.
 - f. The process outlined above shall not apply to terminations due to reorganization, lack of work or the sunset of a position.
 - g. In the case of a department head, the supervising committee will follow the above procedure.
6. **Non-Disciplinary Termination/Layoff:** Non-disciplinary termination/layoff due to reorganization or lack of work:
- a. Elimination of Position: Whenever it becomes necessary, in the interest of economy or because the necessity for the position involved no longer exists or because of reorganization or lack of work, the County Board may abolish any position covered by this policy. Any employee holding such an abolished position shall be laid off.
 - b. Layoff: When the County determines that a layoff shall occur, in whole or in part, in a department, length of hire will be a secondary consideration, behind department needs, position title, skill needs and performance reviews. If two or more employees are equally qualified, the least senior employee shall be the first laid off. Employees rehired within a year of their lay off will maintain their original date of employment and any unused accrued sick leave benefits.
 - c. Recall: Recall will be at the discretion of the department head unless the County Board initiated the layoff.
7. **Resignation/Retirement:** Employees shall submit upon resignation or retirement a letter giving 2 weeks' notice of their last day of work. Employees who fail to give such notice shall forfeit any payout of accrued sick leave and/or vacation. The supervising committee for the department in which the employee works shall take

action to accept the written notice of resignation or retirement. Unused compensatory time and vacation or sick leave time benefits cannot be used to extend out the date of retirement, early retirement or separation.

8. **Concerns:** A “Concern” is a claim by an employee that the County has not complied with this Handbook of Personnel Policies and Work Rules or related addendum, or other county policies.

Employees, who have such a concern, shall present the concern to the department head. Concerns shall be presented in writing and shall be acted upon by the department head within five (5) working days whenever possible.

Employees who are dissatisfied with the department head’s written response to their concern may then, within two (2) weeks of receiving the department head’s response, appeal to the Personnel and Finance Committee by filing a written statement of the concern with the County Clerk, who shall then forward the concern to the Finance and Personnel Committee, who shall act upon the concern, with notice to the employee, at its next meeting.

Concerns, as defined herein, by employees that relate to actions of their department heads shall be presented, in writing by the employee directly to the County Clerk, who shall forward the concern to the Finance and Personnel Committee, who shall act upon the concern at its next meeting.

The decision of the Finance and Personnel Committee shall be final.

Concerns involving discipline or termination shall follow the Richland County Discipline/Termination Grievance Policy and Procedures (see Appendix A).

Concerns involving situations concerning work place safety shall follow the Workplace Safety Grievance Policy and Procedure (see Appendix B).

9. **Policy on Nepotism:**

- a. If a department head becomes aware that a person in a supervisory position in his or her department is a relative, significant other or domestic partner of a subordinate of that supervisor, the department head shall immediately report that fact to the County Clerk;
- b. Any full-time or part-time County employee or supervisor must inform the person’s department head within 30 days of the person becoming a relative, significant other or domestic partner of a supervisor or subordinate in the same department of County government;
- c. Upon receiving facts set forth in paragraph a herein, the County Clerk shall promptly convey the facts to the Chair of the Finance and Personnel Committee;
- d. “Relative” means spouse, parent, grandparent, grandchild, child, brother, sister, niece, nephew, aunt and uncle;
- e. “Significant other” means a person with whom the employee co-habits;

- f. A registered domestic partner is defined as one who is registered either with the State of Wisconsin or Employee Trust Funds.
- g. Applicants for County positions shall not be hired if the employment would place the applicant in the situation described in paragraph a herein.
- h. No County employee shall be assigned, transferred or promoted if the resulting employment would place the employee in the situation described in paragraph a herein.
- i. The Finance and Personnel Committee is hereby authorized and directed to arrive at a reasonable solution to the relationship described in paragraph a herein, while making every effort to have each affected County employee continue in his or her County employment.
- j. This subsection shall not apply to temporary, casual or call-in County employees.

REIMBURSEMENTS

1. Lodging: Policy as to reimbursement for overnight lodging:

- Actual expenses for the standard room rate will be reimbursed, not to exceed the governmental rate. Department heads have the authority to approve lodging expenses for employee attendance at training and seminars if the standard room rate is the same as or does not exceed the government rate.
- Approval by the Department Head is required where lodging expenses for employee attendance at training and seminars will exceed the government rate.
- All registration fees are to be paid in advance so as to take advantage of any available discounts.
- All lodging reservations are to be made in advance and the proper paperwork be in place so as to eliminate sales and room tax charges on lodging.
- Sheriff's Department prisoner transports are exempt from the requirement to comply with the governmental rate for lodging.
- Employee attendance at training and seminars where lodging expenses are involved which are more than the governmental rate and where the supervising committee will not approve the costs exceeding the governmental rate may be attended by the employee if the employee agrees to pay the lodging costs which exceed the governmental rate.
- Receipts must be submitted in all cases.
- When more than one employee is in attendance, sharing rooms when appropriate is encouraged.
- When an officer or employee is accompanied by his or her spouse, the additional expense over that otherwise reimbursed shall be paid by the individual employee.

2. Meals: Policy as to reimbursement for meals:

- Actual expenses for meals shall be reimbursed in amounts not to exceed \$20.00/day.
- Alcoholic beverage is not a reimbursable expense.
- The above limitations shall not include applicable sales tax which shall be reimbursed, and gratuities which shall be reimbursed up to a maximum of 15% of the amount of the bill.

- Detailed, itemized receipts shall be required in all cases.
3. **Mileage:** Mileage for county related business will be reimbursed at the same rate in effect when the miles were driven as the rate set by the State as mileage reimbursement to its employees. This reimbursement change from the IRS rate to the State rate is effective with miles driven April 1, 2015 and thereafter.
 4. **Other Expenses:** Reimbursement may be paid for other business related expenses in an amount reasonable under the circumstances, and if approved by the employee's appropriate County Board Committee.
 5. **Registration Fees:** When registration fees for attendance at a duly authorized convention, seminar or meeting include the costs of meals and lodging, no other reimbursement shall be allowed.
 6. **Expense Vouchers:** Expense vouchers must be submitted to the County Clerk's Office within 90 days from the time that the expense is incurred, except that the Audit Committee may grant an extension when that committee deems it appropriate.

Approved expenses shall be paid at the first payday after approval, by direct deposit to the employee's account in the same manner as salaries are paid. Approved expenses for reimbursement through payroll shall include only lodging, meals, mileage, parking and registration fees.

MISCELLANEOUS PERSONNEL PROVISIONS

(Health and Human Services, Pine Valley Healthcare and Rehabilitation Center, Sheriff's Department, Highway Department – See Addendum).

1. **Change of address or status:** It is each employee's responsibility to report changes in marital status, dependents, legal name, residences and mailing addresses, phone numbers, direct deposit information, beneficiary information, emergency contacts, and any information that may affect his/her tax withholdings or benefits. This information is necessary as it may affect your compensation, dependent's eligibility for medical insurance, and other important matters. To update any of this information, please notify the County Clerk's Office.
2. **Official County Bulletin Board:** The official County bulletin board is located in the ground floor entrance lobby. This bulletin board is for posting information of importance to employees and the public.
3. **Employee Bulletin Board:** Permission is granted to post legitimate non-political notices on a bulletin board designated by department head for use by Employees.
4. **Equipment:** Employees are to report to their Department Head any equipment in need of repair or replacement. Employees will be required to pay for the repair or replacement of any items maliciously damaged. County supplies and equipment are not to be used for personal purposes, except that this sentence does not apply to the District Attorney or to those employees who are otherwise authorized to use County vehicles for their personal use. If supplies are low, employees should notify their Department Head.

5. **Telephone Policies:** Use of County telephones and county cellular phones for personal long distance calls is not permitted. Employees should limit the amount of personal phone calls they make during working time.
6. **Notification of absence:** County employees must in all instances notify their Department Head when they are unable to report to work. All absences from regular hours of employment must be for a reason set forth in this Handbook and all such absences must be reported to the County clerk's Office at the end of each month.
7. **Weather Conditions:** Employees shall be paid for what would have been their normal working hours on days in which their offices are closed by the County Board Chairman. On any other day in which the employee is unable to reach their office due to weather conditions, the employee has the option of treating such absence as either sick leave or vacation.
8. **Jury Duty:** Employees shall be excused with full pay for jury duty. ~~Any reimbursement for such duty shall be paid to the County.~~ Employees not selected as jurors for a case shall report promptly back to their County employment.
9. **Ambulance or Fire Department Volunteers:** It is the policy of Richland County that every effort be made to permit on-duty, County officers and employees who are ambulance or fire department volunteers to respond to ambulance/fire emergencies.
 - a. Employees shall not schedule regular ambulance duty during scheduled work hours unless a prior arrangement has been made with the department head. An earlier cut-off time or later start time may need to be considered to assure return from ambulance runs and prompt start time or completion of shift.
 - b. In the event of a serious community need for fire or ambulance, the on-site supervisor will determine which employees may leave their work situations to respond. Every effort will be made to allow the volunteer employee to respond to the call, if not immediately, as soon as a relief person can be obtained. If the employee's position is integral to the County's operations, as in the following situations, this may prevent the employee from responding:
 - The employee's absence from his or her duty station may result in potential or serious adverse effect to life or safety of individuals.
 - The employee's absence may place the County at risk of non-compliance with State or Federal regulations.
 - If, in the supervisor's judgment, the absence of that/those volunteer employee or employees would cause irreparable damage to the County's operations.
 - c. The volunteer will not be paid by the County for hours not worked.
 - d. If absence/tardiness is due to the employee's response to emergency fire or ambulance calls, this will be taken into consideration when applying facility attendance policies.
 - e. Every effort should be made by incident command to early release County employees according to their job responsibility and the requirements of the County or of the emergency.
10. **Break Room:** A break room when feasible is provided for employees.

11. **Credit Union:** Employees may authorize money to be deducted from their paycheck to go to the Credit Union upon the filing of appropriate forms with the County Clerk's Office.
12. **Deferred Compensation:** Employees may authorize money to be deducted from their paycheck to go to the Deferred Compensation Program upon the filing of appropriate forms with the County Clerk's Office.
13. **Use of Computers, Software & Internet:** County employees are to follow the policies on the use of County-owned computers and software and the use of the internet by county Employees which are set forth in the Richland County Computer and Internet Use Policy in Appendix C in this Handbook. Departments are to consult and cooperate with the Management Information Systems Department on all computer, networking, printer and peripheral purchases.
14. **Picture Identification Badge:** The County shall provide each full-time and part-time County employee with a picture identification tag which shall be worn at work and/or displayed at the discretion of the employee's department head. These identification tags shall be turned in to the County Clerk at the termination of the employee's County employment.
15. **Training Opportunities:** Employees will be provided training opportunities to enhance job performance and to advance career opportunities subject to budgetary constraints.
16. **Gifts or Gratuities:** No employee shall accept compensation, gift, or gratuity of nominal value from any person, persons, or organizations which may be involved in the decisions made or influenced him/her, or which would otherwise create a conflict between his/her duty and the public interest and his/her private interest. Refer to Richland County Ethics Policy.
17. **County Workspaces and Personal Property:** Employees shall have no expectation of privacy with respect to any item or document stored in or on County-owned property. The County may, at any time, conduct a search of its property, regardless of whether the searched areas are locked or unlocked. The County does not assume any responsibility for loss, theft or damages to an employee's personal property. The County is not liable for vandalism, theft or damage to employee cars parked on County property. Upon separation from employment, employees shall promptly return any County property that is in their possession.

RICHLAND COUNTY EMPLOYEE HANDBOOK

RECEIPT AND ACKNOWLEDGMENT

This Employee Handbook (the "Handbook") is an important document intended to help you become acquainted with Richland County (the "County"). This Handbook will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention. Additional information about many of these policies and programs is available from the County Clerk's Office. Please take advantage of these resources to ensure that you are fully aware of your rights and responsibilities as an employee of the County.

By signing below, I agree to the accuracy of all the following statements:

I acknowledge having received a copy of Richland County's Employee Handbook, dated, ~~January 21, 2014~~ April 16, 2019 acknowledge and understand that it is my responsibility to read, familiarize myself with, and understand all of the provisions of the Handbook. To the extent I had any questions regarding the Handbook; I have asked the appropriate person and have received a sufficient answer. I further acknowledge that I will seek clarification from the County Clerk's Office if I have any questions in the future.

I understand and acknowledge that the County reserves the right, as allowed by law, to unilaterally interpret, change, modify, suspend, amend, delete, or cancel any provision of this Handbook or procedures or benefits discussed herein at any time, without advance notice, in its sole discretion.

I further understand and acknowledge that nothing in this Handbook creates or is intended to create a promise or representation of continued employment and that employment at the County is "at will" to the extent allowed by applicable law. This means that the County cannot guarantee me or any employee continued employment for any definite period of time. I understand that I have the right to terminate my employment at any time, for any reason or no reason, and the County retains the same right to terminate my employment at any time, as allowed by applicable law, unless I have a written agreement signed by myself and an authorized representative of the Richland County Board stating otherwise.

I acknowledge and understand that this Handbook supersedes all prior practices, customs, and procedures, including any other representations, verbal or written, by any employee or representative of the County.

Employee's Printed Name

Position

Employee's Signature

Date

A signed original copy of this form must be given to the County Clerk. It will be filed in your personnel file.

Richland County Committee

Agenda Item Cover

Agenda Item Name: Amending the Plan for the 2022 Budget Process

Department	Administration	Presented By:	Administrator
Date of Meeting:	01 Dec 2020	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Committee Structure
Date submitted:	25 Nov 2020	Referred by:	

Recommendation and/or action language:

Motion to... adopt proposed changes in timeline and initiatives in preparation for the 2022 County Budget.

Background: *(preferred one page or less with focus on options and decision points)*

Please reference attached changes in the 2022 Budget Development Process

Previous Language of Intent: In response to the continued financial challenges resulting from aging infrastructure, state imposed levy limits, and increased expenditures resulting from rising costs in health insurance, benefits, materials, and services, the attached initiatives and timeline is proposed for the development of the 2022 Richland County Budget. It is not intended that all financial problems will be solved, or strategic plans completed in 2021. What is intended is to begin developing a systematic and reoccurring schedule to identify, discuss, prioritize and address these issues in an annual battle rhythm. It should also be understood that this plan is tentative and may change in response to developments, priorities and desires of the committee.

Attachments and References:

2022 Richland County Budget Development Process – Amended (23 Dec 2020)	
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Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

This is intended to be the timeline and initiative in developing future budgets.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover

Richland County 2022 Budget Development Process — 8 Dec 2020	
The following tentative time-line is amended in addressing current needs and strategic goals:	
Adopt plan and timeline the 2022 budget process:	1-Dec-20
Initiatives and timeline	
Affirm commitments to prior resolutions:	5-Jan-21
Amend and Affirm Res 15-98 General Fund Balance	
Discussion and guidance on Res 19-89 Compensation Plan	
Capital Improvements and Projects:	Feb and Mar 2021
Develop forecast plan	
Adopt a plan	
IT projects and funding	
Review and affirm partnerships:	2-Mar-21
Goals and Planning for Union Negotiations	2-Mar-21
Closed Session on Goals for 2021- CBA	
Review Fund Assignments:	2-Mar-21
Placement Fund - 2022 Plan	
Staffing and Spacing	April thru June 2021
Review Functions	
Determine needs and possible adjustments	
Collective Bargaining	May through July 2021
Health insurance and benefits	6-Jul-21
Review current package	
Explore options	
Operating budget	August – September 2021
Preliminary Guidance	
Review by Line item w/ Administrator and F+P Committee	
Presentation to Supervisory Committees	
Finalization by F+P Committee	
Posting	
Hearings and adoption	26-Oct-21

Richland County Committee

Agenda Item Cover

(Previously Adopted)

Richland County 2022 Budget Development Process — 8 Dec 2020

The following tentative time-line is proposed in addressing current needs and strategic goals:

Plan the 2022 budget process -Initiatives and timeline	Dec 2020 – Jan 2021
Affirm commitments to prior resolutions -Res 19-89 Compensation Plan -Res 15-98 General Fund Balance	Jan 2021
Capital Improvements and Projects -Develop forecast plan -Adopt a plan	Jan – Feb 2021
Review and affirm partnerships -Review and affirm	Mar 2021
Staffing and spacing -Review staffing and functions -Determine needs for adjustments	April – June 2021
Health insurance and benefits -Review current package -Explore options	July 2021
Operating budget -Preliminary Guidance -Review: Line item w/ Administrator and F+P Committee -Presentation to Supervisory Committees -Finalization by F+P Committee -Posting	August – September 2021
Hearings and adoption -Hearing -Board Action / Adoption	October 2021

Richland County Committee

Agenda Item Cover

Agenda Item Name: Amending Resolution No. 15-98 and affirming commitment to minimum balance in the General Fund

Department	Administration	Presented By:	Administrator
Date of Meeting:	05 Jan 2021	Action Needed:	Resolution / Vote
Disclosure:	Open Session	Authority:	Committee Structure (D)
Date submitted:	23 Dec 2020	Referred by:	

Recommendation and/or action language:

Motion to... 1) Amend Resolution No. 15-98 changing “25% of ~~total~~ expenditures” to “25% of total general fund operating expenditures.” 2) Affirming the committee’s commitment to maintaining the minimum balance in the general fund through the 2022 budget process

Background: *(preferred one page or less with focus on options and decision points)*

The Richland County Board passed resolution 15-98 to maintain, “...at all times the balance in the General Fund shall be at least 25% of the total expenditures set forth in the County’s budget for the year...”

Adhering to the goal is written would require roughly \$8 million dollars of undesignated funds (\$32million dollar operating budget). Our auditors have given us commendations on our end of 2019 balance of \$4,785,283).

Our Auditor, Bill Moilien, was asked about this change and replied that, “In my experience, minimum fund balance policies relate to General Fund. I think that’s what the current policy is getting at but more specific wording could be an improvement.”

Recommendation from Government Finance Officers Association — ... “Nevertheless, GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted budgetary fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures.” Reference: GFOA- Fund Balance Guidelines for the General Fund

Attachments and References:

Resolution 15-98	https://www.gfoa.org/materials/fund-balance-guidelines-for-the-general-fund
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Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

(summary of current and future impacts)

\$0.00 We are currently practicing a 25% undesignated fund. This is a clean up to ensure our resolution language is matching our intentions, and then reaffirming a commitment for the 2022 budget preparation.

Approval:

Review:

Richland County Committee

Agenda Item Cover

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

RESOLUTION NO. 15 - 98

A Resolution Establishing A Policy Regarding A Minimum Balance In The General Fund.

WHEREAS the County has long had an informal policy of maintaining a balance in the General Fund that is approximately in the amount of 25% of the total ~~spending budgeted~~ general fund operating expenditures for the year, and

WHEREAS the County's auditor, Johnson Block and Company, Inc., has recommended that the County Board formalize this policy by adopting a Resolution requiring the County to maintain a balance in the General Fund of at least 25% of the total general fund operating ~~budgeted expenditures~~ for the year, and

WHEREAS the Finance and Personnel Committee has carefully considered this matter and is now presenting this Resolution to the County Board for its consideration.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that it is the policy of Richland County that at all times the balance in the General Fund shall be at least 25% of the total general fund operating expenditures set forth in the County's budget for the year, and

BE IT FURTHER RESOLVED that, when the balance of the General Fund falls below the established minimum balance, the County must develop a plan to replenish the funds within 2 budgetary cycles without borrowing to cover the gap, and

BE IT FURTHER RESOLVED that this Resolution shall apply for 2015 and thereafter, and

BE IT FURTHER RESOLVED this Resolution shall be effective immediately upon its passage and publication.

R

Richland County Committee

Agenda Item Cover

Agenda Item Name: Richland County Authorization Table

Department	Administration	Presented By:	Administrator
Date of Meeting:	22 Jan 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Committee Structure (E)
Date submitted:	20 Jan 2021	Referred by:	

Recommendation and/or action language:

Motion to ... accept and file the Richland County Authorization Table (as presented / with amendments).

Background: *(preferred one page or less with focus on options and decision points)*

A Richland County Authorization Table is presented to the Finance and Personnel Committee for consideration to accept and file. This Authorization Table is intended to give transparency regarding positions authorized to Richland County Departments. It is anticipated that this document may often be amended and restructured to reflect the changing needs in personnel and the changing needs in tracking the various characteristics of our positions.

This document is presented to the committee with intentions to assist with decisions regarding funding, budgeting, personnel transfers, additions and deletions, position transfers, additions and deletions etc. It is the Administrator's goal to incorporate this document into a future "Compensation, Classification, and Authorization Policy," as is one of our strategic goals and to be adopted by the Board in future resolution.

The Richland County Board is granted authority to "Establish the number of employees in any department or office including deputies to elective officers." Under Wisconsin State Statute 59.22(2)(c)(1)(b), with exceptions notes in statute.

Attachments and References:

Authorization Table	
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Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

This document is intended to help facilitate future decisions regarding personnel and financial impacts.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

RICHLAND COUNTY AUTHORIZATION TABLE (as of: 01/21/2021)

						PERSONNEL - CATEGORY				
DEPARTMENT	DIVISION/UNIT	POSITION TITLE	PAY GRADE	FLSA STATUS	FT PAY CAPACITY	REGULAR FULL-TIME	REGULAR PART-TIME	LIMITED TERM	RESERVE / CALL-IN / SEASONAL	CONTRACT / Lease
Administration		County Administrator	By Res	Exempt	40	1.00	0.00	0.00	0.00	0.00
					TOTAL:	1.00	0.00	0.00	0.00	0.00
Ambulance / Emergency Management		Emergency Medical Services / Emergency Management Director	K	Exempt	40	1.00	0.00	0.00	0.00	0.00
		Advanced Emergency Medical Tech (Admin)	E*F	Hourly	40	1.00	0.00	0.00	0.00	0.00
		Advanced Emergency Medical Tech (Training Officer)	E*F	Hourly	40	1.10	0.00	0.00	0.00	0.00
		Advanced Emergency Medical Technician	B*C	Hourly	40	4.00	4.00	0.00	0.00	0.00
		Ambulance Crew Member	\$20/call	Hourly		0.00	0.00	0.00	23.00	0.00
		Ambulance Driver	\$15/call	Hourly		0.00	0.00	0.00	3.00	0.00
		All Hazards Planner	Contract			0.00	0.00	0.00	0.00	1.00
		TOTAL:	7.10	4.00	0.00	26.00	1.00			
Child Support Office		Child Support Administrator / Assistant Corporation Counsel / Assistant District Attorney	By Res	Exempt	40	0.20	1.00	0.00	0.00	0.00
		Lead Child Support Worker	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
		Child Support Worker	F	Hourly	40	1.00	0.00	0.00	0.00	0.00
		Clerical Assistant II	E	Hourly	40	0.00	0.00	0.00	0.00	0.00
		TOTAL:	2.20	1.00	0.00	0.00	0.00			
Clerk of Court		Clerk of Circuit Court	By Res	Elected		1.00	0.00	0.00	0.00	0.00
		Deputy Clerk of Court	G	Hourly	40	2.00	0.00	0.00	0.00	0.00
		Bailiff	B	Hourly		0.00	0.00	0.00	8.00	0.00
		TOTAL:	3.00	0.00	0.00	8.00	0.00			
Circuit Court		Judge	By State	Elected	State	1.00	0.00	0.00	0.00	0.00
		Court Reporter	By State	Hourly	State	1.00	0.00	0.00	0.00	0.00
		TOTAL:	2.00	0.00	0.00	0.00	0.00			
Coroner		County Coroner	By Res	Elected	40	1.00	0.00	0.00	0.00	0.00
		Deputy Coroner	By Res	Hourly		0.00	0.00	0.00	5.00	0.00
		TOTAL:	1.00	0.00	0.00	5.00	0.00			
Corporation Counsel		Corporation Counsel	By Res	Exempt		0.00	1.00	0.00	0.00	0.00

	Child Support Administrator / Assistant Corporation Counsel	By Res	Appointed		0.00	1.00	0.00	0.00	0.00
				TOTAL:	0.00	2.00	0.00	0.00	0.00
County Clerk	County Clerk	By Res	Elected		1.00	0.00	0.00	0.00	0.00
	Accounting Supervisor / Deputy County Clerk	J	Hourly	40	1.00	0.00	0.00	0.00	0.00
	Payroll & Benefits Specialist	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
	Accounts Payable Specialist	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
				TOTAL:	4.00	0.00	0.00	0.00	0.00
Courthouse Maintenance	Maintenance Supervisor	I	Exempt	40	1.00	0.00	0.00	0.00	0.00
	Custodian	E	Hourly	40	1.00	0.00	0.00	0.00	0.00
				TOTAL:	2.00	0.00	0.00	0.00	0.00
District Attorney	District Attorney	By State	Elected		1.00	0.00	0.00	0.00	0.00
	Assistant District Attorney	By State	Appointed	40	0.00	1.00	0.00	0.00	0.00
	Victim/Witness Coordinator	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
	Legal Assistant	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
				TOTAL:	3.00	1.00	0.00	0.00	0.00
Economic Development	Economic Development Director	By Res	Exempt	40	1.00	0.00	0.00	0.00	0.00
				TOTAL:	1.00	0.00	0.00	0.00	0.00
Fair & Recycling	Fair & Recycling Coordinator	D	Hourly	28	0.00	1.00	0.00	0.00	0.00
	Clerical	A	Hourly		0.00	0.00	1.00	0.00	0.00
	Fair Groundskeeper	B	Hourly		0.00	0.00	1.00	0.00	0.00
	Fair Judge	see note	Hourly		0.00	0.00	48.00	0.00	0.00
	Fair Cashier	\$7.25/hr	Hourly		0.00	0.00	3.00	0.00	0.00
	Fair Misc Worker	\$7.25/hr	Hourly		0.00	0.00	15.00	0.00	0.00
				TOTAL:	0.00	1.00	68.00	0.00	0.00
Family Court	Family Court Commissioner	By Res	Exempt		0.00	1.00	0.00	0.00	0.00
				TOTAL:	0.00	1.00	0.00	0.00	0.00
Health & Human Services	Director	R	Exempt	40	1.00	0.00	0.00	0.00	0.00
	Corporation Counsel	By Res	Exempt		0.00	1.00	0.00	0.00	0.00
Administration & Building Operations	Admin & Building Operations Manager	J	Exempt	40	1.00	0.00	0.00	0.00	0.00
	Conf Administrative Secretary	G	Exempt	40	2.00	0.00	0.00	0.00	0.00

	Secretary (2-LONGTERM VACANCIES)	E	Hourly	40	2.00	0.00	0.00	0.00	0.00
	Spanish Translators	\$35/hr	Hourly		0.00	0.00	0.00	4.00	0.00
	Secretary (SWWDB Leased Position)	\$14.79/hr	Hourly	24	0.00	0.00	0.00	0.00	1.00
	Custodian (SWWDB Leased Position)	\$15.61/hr	Hourly	35	0.00	0.00	0.00	0.00	1.00
	Fill-In Custodian (SWWDB Leased Position)	\$15.00/hr	Hourly		0.00	0.00	0.00	0.00	1.00
Business & Financial Services	Business & Financial Services Manager	M	Exempt	40	1.00	0.00	0.00	0.00	0.00
	Fiscal Specialist	F	Hourly	40	3.00	0.00	0.00	0.00	0.00
Aging & Disability Resource Center	ADRC Manager	L	Exempt	40	1.00	0.00	0.00	0.00	0.00
	Information & Assistance Specialist	H	Exempt	40	3.00	0.00	0.00	0.00	0.00
	Clerical Assistant II	E	Hourly	40	1.00	0.00	0.00	0.00	0.00
	Disability Benefit Specialist	G	Exempt	40	1.00	0.00	0.00	0.00	0.00
	Elderly Benefit Specialist	G	Exempt	40	1.00	0.00	0.00	0.00	0.00
	Secretary	E	Hourly	40	1.00	0.00	0.00	0.00	0.00
	Driver/Escort Driver	A	Hourly		0.00	3.00	0.00	0.00	0.00
Behavioral Health Services	Behavioral Health Services Manager	N	Exempt	40	1.00	0.00	0.00	0.00	0.00
	CCS Supervisor	M	Exempt	40	1.00	0.00	0.00	0.00	0.00
	Quality Coordinator (LONGTERM VACANCY)		Exempt	40	1.00	0.00	0.00	0.00	0.00
	CLTS & BT3 Supervisor	L	Exempt	40	1.00	0.00	0.00	0.00	0.00
	Early Intervention Special Educator (LONGTERM VACANCY)		Exempt	40	1.00	0.00	0.00	0.00	0.00
	Speech & Language Pathologist (LONGTERM VACANCY)		Exempt	28	0.00	1.00	0.00	0.00	0.00
	Occupational Therapist (LONGTERM VACANCY)		Exempt	28	0.00	1.00	0.00	0.00	0.00
	Business Systems Analyst	H	Exempt	40	1.00	0.00	0.00	0.00	0.00
	Mental Health Therapist	K	Exempt	40	5.00	0.00	0.00	0.00	0.00
	Substance Abuse Counselor	I	Exempt	40	1.00	0.00	0.00	0.00	0.00
	Treatment Court Coordinator	I	Exempt	40	1.00	0.00	0.00	0.00	0.00
	Adult Protective Services Worker	H	Exempt	40	1.00	0.00	0.00	0.00	0.00
	APS/Crisis Professional	H	Exempt	40	1.00	0.00	0.00	0.00	0.00
	CLTS & BT3 Case Manager	H	Exempt	40	1.00	0.00	0.00	0.00	0.00
	Psychiatric RN	K	Exempt	40	1.00	0.00	0.00	0.00	0.00
	Psychiatric RN	K	Exempt	40	1.00	0.00	0.00	0.00	0.00
	Psychiatric RN (SWWDB Leased Position)	\$23.93/hr	Exempt	20	0.00	0.00	0.00	0.00	1.00
	Crisis Case Worker (SWWDB Leased Position)	\$24.97/hr	Exempt	40	0.00	0.00	0.00	0.00	1.00
	Service Facilitator (SWWDB Leased Position)	\$19.77/hr	Exempt	40	0.00	0.00	0.00	0.00	3.00
	Rehabilitation Worker (SWWDB Leased Position)	\$20.05/hr	Hourly	10	0.00	0.00	0.00	0.00	1.00
Child & Youth Services	Child & Youth Services Manager	L	Exempt	40	1.00	0.00	0.00	0.00	0.00
	Child & Youth Services Case Manager	H	Exempt	40	6.00	0.00	0.00	0.00	0.00
	Youth Aide Worker	G	Exempt	40	1.00	0.00	0.00	0.00	0.00
	Family Preservation Worker (Vacant SWWDB Leased Position)		Hourly	28	0.00	0.00	0.00	0.00	1.00
Economic Support	Economic Support Manager	K	Exempt	40	1.00	0.00	0.00	0.00	0.00
	Economic Support Lead Worker	H	Exempt	40	1.00	0.00	0.00	0.00	0.00
	Economic Support Specialist	F	Hourly	40	13.00	0.00	0.00	0.00	0.00
Public Health	Public Health Manager/Local Health Officer	N	Exempt	40	1.00	0.00	0.00	0.00	0.00
	Public Health Nurse (1-LONGTERM VACANCY)	K	Exempt	40	1.00	0.00	0.00	0.00	0.00
	Public Health Clinic Nurse	K	Exempt	40	1.00	0.00	0.00	0.00	0.00
	Health & Wellness Coordinator (LONGTERM VACANCY)	H	Exempt	40	1.00	0.00	0.00	0.00	0.00
	Nutrition Program Coordinator	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
	Nutrition Site Worker	A	Hourly		0.00	5.00	0.00	0.00	0.00
	Nutrition Driver	A	Hourly		0.00	2.00	0.00	0.00	0.00
TOTAL:					64.00	13.00	0.00	4.00	10.00

Highway	Commissioner	P	Exempt	40	1.00	0.00	0.00	0.00	0.00
	Bookkeeper	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
	Clerk	F	Hourly	35	1.00	0.00	0.00	0.00	0.00
	Patrol Superintendent	K	Exempt	40	2.00	0.00	0.00	0.00	0.00
	Parts Manager/Shop Clerk	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
	Lead Paving Foreman	I	Hourly	40	1.00	0.00	0.00	0.00	0.00
	Lead Shop Foreman	I	Hourly	40	1.00	0.00	0.00	0.00	0.00
	Lead Grade Foreman	I	Hourly	40	1.00	0.00	0.00	0.00	0.00
	Sign Foreman	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
	Assistant Shop Foreman	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
	Mechanic	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
	Equipment Operator/Patrolman	G	Hourly	40	18.00	0.00	0.00	0.00	0.00
	Seasonal	A	Hourly		0.00	0.00	2.00	0.00	0.00
				TOTAL:	30.00	0.00	2.00	0.00	0.00
Land Conservation	County Conservationist	L	Exempt	35	1.00	0.00	0.00	0.00	0.00
	Secretary	E	Hourly	35	1.00	0.00	0.00	0.00	0.00
	Conservation Technician	H	Hourly	35	2.00	0.00	0.00	0.00	0.00
				TOTAL:	4.00	0.00	0.00	0.00	0.00
Management Information Systems	Management Information Systems Director	M	Exempt	40	1.00	0.00	0.00	0.00	0.00
	MIS Administrator	J	Hourly	40	1.00	0.00	0.00	0.00	0.00
	MIS Assistant	F	Hourly	40	1.00	0.00	0.00	0.00	0.00
				TOTAL:	3.00	0.00	0.00	0.00	0.00
Pine Valley Community Village									
	<i>Administration</i>								
	Nursing Home Administrator	P	Exempt	40	1.00	0.00	0.00	0.00	0.00
	Human Resources Director	J	Exempt	40	1.00	0.00	0.00	0.00	0.00
	Nursing Admin Assistant	E	Hourly	36	1.00	0.00	0.00	0.00	0.00
	Manager of Informational Services	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
	Administrative Assistant	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
	Fiscal Clerk	E	Hourly	40	1.00	0.00	0.00	0.00	0.00
	Fiscal Clerk	E	Hourly	36	1.00	0.00	0.00	0.00	0.00
	<i>Nursing</i>								
	Director of Nursing	M	Exempt	40	1.00	0.00	0.00	0.00	0.00
	RN Manager	L	Hourly	40	2.00	0.00	0.00	0.00	0.00
	RN Supervisor	K	Hourly	40	3.00	0.00	0.00	0.00	0.00
	Registered Nurse	J	Hourly	38.75	5.00	0.00	0.00	0.00	0.00
	Registered Nurse	J	Hourly	27	0.00	1.00	0.00	0.00	0.00
	Registered Nurse	By Res	Hourly		0.00	0.00	0.00	12.00	0.00
	LPN	G	Hourly	38.75	3.00	0.00	0.00	0.00	0.00
	LPN	G	Hourly	27	0.00	1.00	0.00	0.00	0.00
	LPN	By Res	Hourly		0.00	0.00	0.00	6.00	0.00
	CNA Nursing Assistant	D	Hourly	38.75	34.00	0.00	0.00	0.00	0.00
	CNA Nursing Assistant	D	Hourly	27	0.00	2.00	0.00	0.00	0.00
	CNA Nursing Assistant	D	Hourly	23.25	0.00	1.00	0.00	0.00	0.00
	CNA Nursing Assistant	By Res	Hourly		0.00	0.00	0.00	28.00	0.00
	Unit Clerk	E	Hourly	38.75	2.00	0.00	0.00	0.00	0.00

	Resident Assistant	B	Hourly		0.00	0.00	0.00	5.00	0.00
<i>Activities</i>	Activity Director	Contract			0.00	0.00	0.00	0.00	1.00
	Activity Aide	C	Hourly	40	1.00	0.00	0.00	0.00	0.00
	Activity Aide	C	Hourly	36	1.00	0.00	0.00	0.00	0.00
	Activity Aide	C	Hourly	27	0.00	1.00	0.00	0.00	0.00
	Activity Aide	C	Hourly		0.00	0.00	0.00	1.00	0.00
<i>Social Work</i>	Social Services Supervisor	J	Exempt	40	1.00	0.00	0.00	0.00	0.00
	Social Worker	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
<i>Dietary</i>	Food Service Supervisor	G	Exempt	40	1.00	0.00	0.00	0.00	0.00
	Lead Cook	D	Hourly	38.75	1.00	0.00	0.00	0.00	0.00
	Cook I	B	Hourly	38.75	1.00	0.00	0.00	0.00	0.00
	Food Service Worker II	B	Hourly	38.75	7.00	0.00	0.00	0.00	0.00
	Food Service Worker II	B	Hourly	23.25	0.00	1.00	0.00	0.00	0.00
	Food Service Worker II	B	Hourly		0.00	0.00	0.00	6.00	0.00
<i>Maintenance</i>	Maintenance Supervisor	I	Exempt	40	1.00	0.00	0.00	0.00	0.00
	Maintenance Worker	E	Hourly	38.75	2.00	0.00	0.00	0.00	0.00
<i>CBRF</i>	Unit Clerk	D	Hourly	38.75	1.00	0.00	0.00	0.00	0.00
	Personal Care Worker	B	Hourly	38.75	2.00	0.00	0.00	0.00	0.00
	Personal Care Worker	B	Hourly	31	0.00	2.00	0.00	0.00	0.00
	Personal Care Worker	B	Hourly	27	0.00	3.00	0.00	0.00	0.00
	Personal Care Worker	B	Hourly	23.25	0.00	2.00	0.00	0.00	0.00
<i>Housekeeping</i>	Housekeeper	A	Hourly	38.75	6.00	0.00	0.00	0.00	0.00
	Housekeeper	A	Hourly	27	0.00	1.00	0.00	0.00	0.00
	Housekeeper	A	Hourly		0.00	0.00	0.00	2.00	0.00
	Laundry Worker	A	Hourly	38.75	1.00	0.00	0.00	0.00	0.00
				TOTAL:	84.00	15.00	0.00	60.00	1.00
Register of Deeds	Register of Deeds	By Res	Elected		1.00	0.00	0.00	0.00	0.00
	Deputy Register of Deeds	F	Hourly	35	1.00	0.00	0.00	0.00	0.00
				TOTAL:	2.00	0.00	0.00	0.00	0.00
Register in Probate	Register in Probate/Judicial Assistant/Juvenile Clerk	I	Hourly	35	1.00	0.00	0.00	0.00	0.00
	Deputy Clerk of Circuit Court / Register in Probate Assistant	G	Hourly	35	1.00	0.00	0.00	0.00	0.00
				TOTAL:	1.00	0.00	0.00	0.00	0.00
Sheriff									
<i>Administration</i>	Sheriff	By Res	Elected		1.00	0.00	0.00	0.00	0.00
	Chief Deputy	N	Exempt	40	1.00	0.00	0.00	0.00	0.00
	Road Patrol Lieutenant	M	Exempt	40	1.00	0.00	0.00	0.00	0.00
	Office Manager/Conf Secretary	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
	Clerical Assistant II	F	Hourly	40	1.00	0.00	0.00	0.00	0.00
<i>Road Patrol</i>	Investigator	CBA	Hourly	6//3	1.00	0.00	0.00	0.00	0.00
	Patrol Sergeant	CBA	Hourly	6//3	3.00	0.00	0.00	0.00	0.00
	Deputy	CBA	Hourly	6//3	10.00	0.00	0.00	0.00	0.00
	Deputy (Reserve)	G	Hourly		0.00	0.00	0.00	8.00	0.00
	Translator	\$35/hr	Hourly		0.00	0.00	0.00	5.00	0.00
<i>Jail/Dispatch</i>	Dispatch/Jailer Sergeant	I	Hourly	6//3	2.00	0.00	0.00	0.00	0.00

	Dispatch/Jailer	H	Hourly	6/3	12.00	0.00	0.00	0.00	0.00
	Dispatch/Jailer (Reserve)	G	Hourly		0.00	0.00	0.00	8.00	0.00
				TOTAL:	33.00	0.00	0.00	21.00	0.00
Surveyor	County Surveyor	By Res	Contract		0.00	0.00	0.00	0.00	0.10
				TOTAL:	0.00	0.00	0.00	0.00	0.10
Symons Rec Complex	Director	J	Exempt	40	1.00	0.00	0.00	0.00	0.00
	Assistant Director	F	Hourly	40	1.00	0.00	0.00	0.00	0.00
	Maintenance	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
	Custodian	A	Hourly	40	0.00	1.00	0.00	0.00	0.00
	Receptionist	A	Hourly	40	0.00	11.00	0.00	0.00	0.00
	Weight Training Instructor	aa	Hourly		0.00	1.00	0.00	0.00	0.00
	Land Aerobics Instructor	E	Hourly		0.00	10.00	0.00	0.00	0.00
	Lifeguard Instructor	E	Hourly		0.00	1.00	0.00	0.00	0.00
	Water Safety Instructor	E	Hourly		0.00	4.00	0.00	0.00	0.00
	Racquetball Instructor	aa	Hourly		0.00	1.00	0.00	0.00	0.00
	Lifeguard	ab	Hourly		0.00	0.00	25.00	0.00	0.00
				TOTAL:	3.00	29.00	25.00	0.00	0.00
Treasurer	County Treasurer	By Res	Elected		1.00	0.00	0.00	0.00	0.00
	Deputy Treasurer	F	Hourly	40	1.00	0.00	0.00	0.00	0.00
	Property Tax Lister	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
				TOTAL:	3.00	0.00	0.00	0.00	0.00
UW-Extension	Area Director	State	Exempt		0.00	0.00	0.00	0.00	0.20
	Clerical Assistant II	E	Hourly	35	1.00	0.00	0.00	0.00	0.00
	Administrative Secretary	E	Hourly	28	0.00	1.00	0.00	0.00	0.00
	4-H Coordinator	State	Hourly		0.00	0.00	0.00	0.00	1.00
	Human Development and Relationships	State	Hourly		0.00	0.00	0.00	0.00	0.80
	Agriculture Educator	State	Hourly		0.00	0.00	0.00	0.00	0.50
	FoodWise Coordinator	State	Hourly		0.00	0.00	0.00	0.00	0.27
	FoodWise Educator	State	Hourly		0.00	0.00	0.00	0.00	0.73
				TOTAL:	1.00	1.00	0.00	0.00	3.50
UW Food Service	UW Food Service Supervisor	H	Exempt	40	1.00	0.00	0.00	0.00	0.00
	UW Food Services (Supervisor Assistant)	E	Hourly	40	1.00	0.00	0.00	0.00	0.00
	Cafeteria Worker	aa	Hourly		0.00	0.00	0.00	1.00	0.00
	Food Service Workers	\$7.25	Hourly		0.00	0.00	0.00	7.00	0.00
				TOTAL:	2.00	0.00	0.00	8.00	0.00
Veterans Service	Veterans Service Officer	I	Exempt	35	1.00	0.00	0.00	0.00	0.00
	Veterans Benefits Specialist	G	Hourly	20.5	0.00	1.00	0.00	0.00	0.00
				TOTAL:	1.00	1.00	0.00	0.00	0.00

Zoning & Sanitation	Zoning Administrator	L	Exempt	40	1.00	0.00	0.00	0.00	0.00
Land Information	Zoning GIS Tech/Assistant	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
	Zoning Office System Tech	F	Hourly	40	1.00	0.00	0.00	0.00	0.00
TOTAL:					3.00	0.00	0.00	0.00	0.00

RICHLAND COUNTY 2021 AUTHORIZED POSITION COUNT

Total Regular Full-time (FT) Positions	260	
Total Regular Part-time (PT) Positions	69	329
Total Limited Term Employee (LTE) Positions	95	
Total Reserve/Call-in Positions	128	
Total Contracted Positions	16	
TOTAL RICHLAND COUNTY Positions	568	

Richland County Committee

Agenda Item Cover

Agenda Item Name: Pay Plan Report

Department	County Board	Presented By:	Shaun Murphy-Lopez
Date of Meeting:	22 Jan 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Committee Structure (L)
Date submitted:	18 Jan 2021	Referred by:	

Recommendation and/or action language:

Motion to receive and file the County's Pay Plan Report

Background: *(preferred one page or less with focus on options and decision points)*

As requested as a future agenda item in the December 1st, 2020 meeting from Supervisor Couey, questions sometimes arise as to the County's current pay plan. Attached is the County's current pay plan, as adopted through resolutions 18-10, 19-89, and 19-126. Also attached is the spreadsheet which tracks the wage structure for various job titles based on grade and step.

Attachments and References:

Attachment A – Pay Plan	Attachment B – Wage Structure
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Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

(summary of current and future impacts)

~ Pending action

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Pay Plan as of 1/18/21

General Government

1. Employees with two or more years of employment as of the Effective Date* will be placed at step 4 (is currently step 3)
2. Employees whose wages were above step 3 prior to the Effective Date* will be placed at the next step that provides an increase; except for those already at the top step
3. Employees with less than two years of continuous employment as of the Effective Date*, and new hires will be placed at step 2 (is currently step 1)
4. After an employee passes probation, the employee will be placed at step 3 (is currently step 2)
5. After two years from the date of hire, the employee will be placed at step 4 (is currently step 3)
6. Employees must have completed their probationary period of employment to be placed at the two year rate which is Step 4 (is currently Step 3),”

Pine Valley

7. Employees with two or more years of employment as of the Effective Date* will be placed at step 5 (is currently step 4)
8. Employees whose wages were above step 4 prior to the Effective Date* will be placed at the next step that provides an increase; except for those already at the top step
9. Employees with less than two years of continuous employment as of the Effective Date*, and new hires will be placed at step 3 (is currently step 2)
10. After an employee passes probation, the employee will be placed at step 4 (is currently step 3)
11. After two years from the date of hire, the employee will be placed at step 5 (is currently step 4)
12. Employees must have completed their probationary period of employment to be placed at the two year rate which is Step 5 for Pine Valley (is currently Step 4).”

General provisions

13. County department heads, beginning on the Effective Date*, may authorize a new hire to start one to two steps above the new hire step, based on qualifications and experience. The Department must be able to absorb the increased cost in its budget. Such new hires would move up a step upon successful completion of their probationary period – and at other designated intervals, unless they are already at the highest step for that position (step 4 for general government; step 5 for Pine Valley)

14. County department heads may authorize a one-time placement adjustment (not to exceed step 4 for General Government or step 5 for Pine Valley) for current employees who the department head deems their experience and value to the department warrants the increase.

15. The Finance and Personnel Committee is authorized to retain the services of Carlson Dettmann Consulting, LLC, during 2020, to update the county's compensation structures (steps) to reflect current market – update to be completed by April 30, 2020

*Effective Date: Start of the first pay period of January 2020.

RESOLUTION NO. 19 - 89

Commented [SML1]: Resolution No. 19-89 adopted in August 2019. Tracked changes show affects of Resolution No. 19-126, adopted in October 2019.

A Resolution Amending The County's Pay Plan.

WHEREAS the Finance and Personnel Committee has received a proposal to amend the County's Pay Plan in order to speed up annual pay increases, and

WHEREAS the Finance and Personnel Committee has carefully considered this proposal and is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED that the following changes, the gist of which is to speed up annual pay increases for County employees, is hereby approved, with the "effective date" being the start of the first pay period in January, 2020.

General Government

1. Employees with two or more years of employment as of the Effective Date will be placed at step 4 (is currently step 3)
2. Employees whose wages were above step 3 prior to the Effective Date will be placed at the next step that provides an increase; except for those already at the top step
3. Employees with less than two years of continuous employment as of the Effective Date, and new hires will be placed at step 2 (is currently step 1)
4. After an employee passes probation, the employee will be placed at step 3 (is currently step 2)
5. After two years from the date of hire, the employee will be placed at step 4 (is currently step 3)

6. Employees must have completed their probationary period of employment to be placed at the two year rate which is Step 4 (is currently Step 3).

Pine Valley

76. Employees with two or more years of employment as of the Effective Date will be placed at step 5 (is currently step 4)
87. Employees whose wages were above step 4 prior to the Effective Date will be placed at the next step that provides an increase; except for those already at the top step
98. Employees with less than two years of continuous employment as of the Effective Date, and new hires will be placed at step 3 (is currently step 2)
109. After an employee passes probation, the employee will be placed at step 4 (is currently step 3)
119. After two years from the date of hire, the employee will be placed at step 5 (is currently step 4)

12. Employees must have completed their probationary period of employment to be placed at the two year rate which is Step 5 for Pine Valley (is currently Step 4)."

General provisions

11. County department heads, beginning on the Effective Date, may authorize a new hire to start one to two steps above the new hire step, based on qualifications and experience. The Department must be able to absorb the increased cost in its budget. Such new hires would move up a step upon successful completion of their probationary period – and at other designated intervals, unless they are already at the highest step for that position (step 4 for general government; step 5 for Pine Valley)

12. County department heads may authorize a one-time placement adjustment (not to exceed step 4 for General Government or step 5 for Pine Valley) for current employees who the department head deems their experience and value to the department warrants the increase.

13. The Finance and Personnel Committee is authorized to retain the services of Carlson Dettmann Consulting, LLC, during 2020, to update the county's compensation structures (steps) to reflect current market – update to be completed by April 30, 2020, and

BE IT FURTHER RESOLVED that Resolution # 18-10 is hereby amended by repealing the following crossed-out language and adopting the following underlined language:

~~"Step progressions will automatically occur every other year, with the next progression on the steps to occur at the start of the first pay period in January of 2020."~~

"The Finance and Personnel Committee is authorized to have the County's compensation structures (steps) updated annually to reflect current market. The Finance and Personnel Committee is also authorized to permit further step progressions beginning in 2021 up to and including the use of all steps in preparations of annual budgets as the Committee and County administration deem feasible", and

BE IT FURTHER RESOLVED that this Resolution shall be effective at the start of the first pay period after January, 2020.

RESOLUTION NO. 19 – 126

Commented [SML2]: Adopted October 2019.

A Resolution Amending Resolution # 19-89 Which Amended The County's Pay Plan.

WHEREAS, at its August 20th meeting, the County Board adopted Resolution # 19-89 relating to amending the County's Pay Plan and several minor amendments are needed to that Resolution, and

WHEREAS the Finance and Personnel Committee has carefully considered this matter and is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that Resolution # 19-89 is hereby amended as follows:

1. The following paragraph 6 is hereby added under the heading General Government:

"6. Employees must have completed their probationary period of employment to be placed at the two year rate which is Step 4 (is currently Step 3),"

2. Paragraphs 6 through 10 under the heading "Pine Valley" are renumbered 7 through 11.

3. The following paragraph 12 is added under the heading Pine Valley:

"Employees must have completed their probationary period of employment to be placed at the two year rate which is Step 5 for Pine Valley (is currently Step 4).", and

4. The effective date is changed to the start of the first pay period paid after January 1, 2020, and

BE IT FURTHER RESOLVED that this Resolution shall be effective at the start of the first pay period paid after January 1, 2020.

RESOLUTION NO. 18 - 10

Commented [SML3]: Adopted in January 2018.

A Resolution Adopting A Pay Plan For County Employees.

WHEREAS changes in Wisconsin's labor relations laws have made it prudent for the County to review its pay plans and develop a uniform method for compensating its employees, and

WHEREAS the County has retained the services of Carlson Dettman Consulting, LLC to study and analyze the County's current compensation plans and to develop recommendations to develop future compensation plans for County employees, and

WHEREAS the Finance and Personnel Committee has carefully reviewed and has approved the recommendations made by the firm to replace the existing County employee compensation structures for the County Highway Department, the Courthouse and professional employees, except the Deputy Sheriff's Association and the County's elected officials ("general government") and Pine Valley Community Village, with two employee compensation structures, one for general government, consisting of 18 pay grades with 8 steps, and one for Pine Valley Community Village, consisting of 16 pay grades with 8 steps, and

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the two compensation plans, one for general government and one for Pine Valley Community Village, with the original of these plans being on file in the County Clerk's office and a copy having been distributed to all Supervisors; are hereby approved, and

BE IT FURTHER RESOLVED that these plans include the following elements:

• General government

1. Employees with two or more years of employment as of the effective date of the plan are placed at Step 3;
2. Employees whose wages are currently above Step 3 are placed at the next step that provides an increase in compensation;
3. Employees with less than 2 years of continuous employment as of the effective date of the plan and new hires are placed at Step 1;
4. After an employee passes probation, the employee shall be placed at Step 2.

• Pine Valley Community Village

5. Employees with two or more years of employment as of the effective date of the plan are placed at Step 4;
6. Employees whose wages currently above Step 4 are placed at the next step that provides an increase in compensation;
7. Employees with less than two years of employment as of the effective date of the plan and new hires, are placed at Step 2;
8. After an employee passes probation, the employee shall be placed at Step 3;

9. After two years from the date of hire, the employee shall be place at Step 4;

General provisions

10. An employee whose rate of pay as of April 1, 2018 exceeds the maximum rate for their position's pay grade shall have their wages frozen until such time as the pay structure, through amendments, meets or exceeds their rate of pay;

11. No current County employee shall incur a reduction in their base pay as a result of this Resolution;

12. Step progressions will automatically occur every other year, with the next progression on the steps to occur at the start of the first pay period in January, 2020, and

BE IT FURTHER RESOLVED that the Finance and Personnel Committee will conduct a formal position classification review process for employees to request a review of their position grading, and

BE IT FURTHER RESOLVED that the general government plan, except for the County Highway Department, shall be effective at the start of the second pay period in April, 2018 and the Pine Valley plan, including the County Highway Department, shall, be effective at the start of the first pay period in April, 2018, and

BE IT FURTHER RESOLVED that this Resolution shall be effective on the dates stated above.

RANGE	GRADE	JOB TITLE	DEPARTMENT	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
125	R	HHS DIRECTOR	HEALTH & HUMAN SERVICES	36.67	37.52	38.38	39.23	40.08	40.93	41.79	42.64
120	Q			35.03	35.84	36.66	37.47	38.29	39.1	39.92	40.73
115	P	HWY COMMISSIONER	HIGHWAY	33.38	34.15	34.93	35.71	36.48	37.26	38.03	38.81
110	O			31.73	32.47	33.21	33.95	34.69	35.42	36.16	36.90
105	N	HHS BEHAVIORAL HEALTH SERVICES MGR 19-80	HEALTH & HUMAN SERVICES	30.08	30.78	31.48	32.18	32.88	33.58	34.28	34.98
		HHS PUBLIC HEALTH MGR	SHERIFF								
		CHIEF DEPUTY SHERIFF									
100	M	MGMNT INFO SYSTM DIRCTR	CH IT DEPT	28.44	29.10	29.76	30.42	31.09	31.75	32.41	33.07
		ECONOMIC DEVELOPMENT DIRECTOR	CH ECONOMIC DEVELOPMENT								
		HHS COMPREHENSIVE COMMUNITY SERV SPRVSR 19-101	HEALTH & HUMAN SERVICES								
		HHS BUSINESS & FINANCIAL SERVICES MANAGER 20-97	HEALTH & HUMAN SERVICES								
		HHS MANAGER OF OPERATIONS 19-80-20-97	HEALTH & HUMAN SERVICES								
		SHERIFF RD PATROL LIEUT	SHERIFF								
95	L	COUNTY CONSERVATIONIST	CH LAND CONSERVATION	26.80	27.42	28.04	28.67	29.29	29.91	30.54	31.16
		ZONING ADMINISTRATOR	CH ZONING								
		HHS ARDC MANAGER	HEALTH & HUMAN SERVICES								
		HHS CHILD & YOUTH SRVCS MGR 19-80	HEALTH & HUMAN SERVICES								
		HHS LONG TERM SUPPORT & BIRTH TO 3 SUPERVISOR 19-80	HEALTH & HUMAN SERVICES								
90	K	EM MED SER/EM MGMT DIR	CH AMBULANCE	25.15	25.73	26.32	26.90	27.49	28.07	28.66	29.24
		HHS ECON SUPPORT MANAGER 19-18	HEALTH & HUMAN SERVICES								
		HHS MENTL HLTH THER LIC	HEALTH & HUMAN SERVICES								
		HWY PATROL SUPERINTENDENT	HIGHWAY								
		HHS PSYCHIATRIC NURSE Res 20-27	HEALTH & HUMAN SERVICES								
		HHS PUBLIC HLTH NURSE Res 20-27	HEALTH & HUMAN SERVICES								
85	J	COUNTY CLERK DEP/ACCT SUPERVISR	CH COUNTY CLERK	23.50	24.05	24.60	25.14	25.69	26.24	26.78	27.33
		HHS AMDMINISTRATION & BUILDING OPERATIONS MANAGER 20-97	HEALTH & HUMAN SERVICES								
		HHS ADMINISTRATIVE SUPERVISOR 18-18-20-97	HEALTH & HUMAN SERVICES								
		HHS MENTL HLTH THER N/L RES 19-80	HEALTH & HUMAN SERVICES								
		MGMNT INFO SYSTM ADMNST Res 18-97	CH IT DEPT								
		SYMONS DIRECTOR	SYMONS								
80	I	CH MAINTENANCE SUPERVISOR	CH MAINTENANCE	21.85	22.36	22.87	23.38	23.89	24.39	24.90	25.41
		HHS TREATMNT COURT COOR	HEALTH & HUMAN SERVICES								
		HHS SUBSTNCE ABUSE COUN RES 19-80	HHS								
		HWY LEAD GRADE FOREMAN	HIGHWAY								
		HWY LEAD PAVING FOREMAN	HIGHWAY								
		HWY LEAD SHOP FOREMAN	HIGHWAY								
		REG PROBATE/REGISTRAR Res 18-97	CH PROBATE								
		SHERIFF DISP/JAILR SGT Res 18-97	SHERIFF								

RANGE	GRADE	JOB TITLE	DEPARTMENT	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
		VETERAN SERVICE OFFICER	CH VETERANS SERVICE								
75	H	LEAD CHILD SPprt WORKER	CH CHILD SUPPORT	20.21	20.68	21.15	21.62	22.09	22.56	23.03	23.50
		CONSERVATION TECHNICIAN	CH LAND CONSERVATION								
		HHS BUSINSS SYSTM SUPRV	HEALTH & HUMAN SERVICES								
		HHS CHILDREN LONG TERM & BIRTH TO 3 CASE MGR 19-80	HEALTH & HUMAN SERVICES								
		HHS EARLY INTERVENTION SPCL EDUCATOR RES 19-80	HEALTH & HUMAN SERVICES								
		HHS ECON SPprt LEAD WRK	HEALTH & HUMAN SERVICES								
		HHS HEALTH & WELLNESS COOR Res 18-97	HEALTH & HUMAN SERVICES								
		HHS SW ADULT PROT SRVCS	HEALTH & HUMAN SERVICES								
		HHS SW CHILD & YOUTH CASE MGR 19-80	HEALTH & HUMAN SERVICES								
		HHS INFORMATION & SYSTEM SPECIALIST 19-101	HEALTH & HUMAN SERVICES								
		HWY ASSTNT SHOP FOREMAN	HIGHWAY								
		HWY BOOKKEEPER	HIGHWAY								
		HWY PARTS MNGR/SHOP CLK	HIGHWAY								
		PAYROLL & BENEFITS SPCL	CH COUNTY CLERK								
		SHERIFF DISP/JAILER Res 18-97	SHERIFF								
		SHERIFF OFFICE MGR/CONF	SHERIFF								
		UW FOOD SER SUPERVISOR	CH UW FOOD SERVICE								
70	G	LEGAL ASSISTANT	CH DISTRICT ATTORNEY	18.56	18.99	19.42	19.85	20.29	20.72	21.15	21.58
		ACCOUNTS PAYABLE SPECIALIST Res 18-97	CH COUNTY CLERK								
		CLERICAL ASSISTANT II (DEPUTY) Res 18-97	CH CLERK OF COURT								
		CLERK OF COURT DEPUTY Res 18-97	CH CLERK OF COURT								
		HHS CONFID ADMIN SCRTRY	HEALTH & HUMAN SERVICES								
		HHS ELDERLY BENF SPCL	HEALTH & HUMAN SERVICES								
		HHS NUTRITION PROG COOR	HEALTH & HUMAN SERVICES								
		HHS SW DISABLTy BEN SPE	HEALTH & HUMAN SERVICES								
		HHS TEMP CERT SOC WORKR	HEALTH & HUMAN SERVICES								
		HHS YOUTH AIDE WORKER	HEALTH & HUMAN SERVICES								
		HWY EQUIP OPER/PATROLMN	HIGHWAY								
		HWY MECHANIC	HIGHWAY								
		HWY SIGN FOREMAN	HIGHWAY								
		PROPERTY TAX LISTER	CH PROPERTY LISTER								
		SHERIFF DEPUTY - TEMP CASUAL	SHERIFF								
		SHERIFF DISP/JAILER - TEMP CASUAL	SHERIFF								
		SYMONS MAINTENANCE	SYMONS								
		VETERANS BENEFIT SPCLST	CH VETERANS SERVICE								
		VICTM WTNS COOR/LEGAL S	CH DISTRICT ATTORNEY								
		ZONING GIS TECH/ASSTNT	CH ZONING								
65	F	CHILD SUPPORT WORKER	CH CHILD SUPPORT	16.92	17.31	17.70	18.10	18.49	18.88	19.28	19.67
		CLERICAL ASSISTANT	CH PROBATE								
		COUNTY TREASURER DEPUTY	CH TREASURER								
		FISCAL SPECIALIST	HEALTH & HUMAN SERVICES								
		HHS ECONOMIC SUPP SPECL	HEALTH & HUMAN SERVICES								
		HWY CLERK	HIGHWAY								

RANGE	GRADE	JOB TITLE	DEPARTMENT	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
		MNGMNT INFO SYSTM ASST Res 18-97	CH IT DEPT								
		REGISTER OF DEEDS DEPUTY	CH REGISTER OF DEEDS								
		SECRTRY/CERL ASST II	SHERIFF								
		SYMONS ASSISTANT DIRECTR	SYMONS								
		ZONING OFFICE SYS TECH	CH ZONING								
60	*	AMB EMERGENCY MED TECH (ADMIN)	CH AMBULANCE	15.82	16.19	16.55	16.93	17.29	17.66	18.06	18.40
55	*	AME EMERGENCY MED TECH (TRAINING)	CH AMBULANCE	14.10	14.43	14.75	15.08	15.41	15.73	16.07	16.39
50	E	CLERICAL ASSISTANT II	CH CHILD SUPPORT	15.27	15.63	15.98	16.34	16.69	17.05	17.40	17.76
		ADMINISTRATIVE SECRTRY	CH UW EXTENSION								
		ADMINISTRATIVE SECRTRY	HEALTH & HUMAN SERVICES								
		CLERICAL ASSISTANT II	CH UW EXTENSION								
		CLERICAL ASSISTANT II	HEALTH & HUMAN SERVICES								
		CUSTODIAN	CH MAINTENANCE								
		LAND AEROBICS INSTRUCTOR	SYMONS								
		LIFEGUARD INSTRUCTOR	SYMONS								
		SECRETARY	CH LAND CONSERVATION								
		SECRETARY	HEALTH & HUMAN SERVICES								
		UW FOOD SERVICE WORKER	CH UW FOOD SERVICE								
		WATER EXERCISE INSTRUCTOR	SYMONS								
		WATER SAFTEY INSTRUCTOR/TRAINER	SYMONS								
45	D	FAIR & RECYCLING COORDINATOR	FAIR	14.04	14.36	14.69	15.01	15.34	15.67	15.99	16.32
		REAL PROPERTY LISTER ASSISTANT	REAL PROPERTY LISTER								
40	C	PRIVATE LESSONS	SYMONS	12.99	13.30	13.60	13.90	14.20	14.51	14.81	15.11
35	*	AMB EMERGENCY MED TECH	CH AMBULANCE	12.73	13.03	13.32	13.62	13.91	14.21	14.50	14.80
30	B	GROUNDSCOOPER	FAIR	12.03	12.31	12.59	12.87	13.15	13.43	13.71	13.99
		BAILIFF	CLERK OF COURT								
		STORAGE COORDINATOR	FAIR								
25	A	CLERICAL TEMPORARY	FAIR	11.14	11.40	11.66	11.91	12.17	12.43	12.69	12.95
		CLERICAL TEMPORARY	SHERIFF								
		CUSTODIAN WEEKEND MAINTENANCE	SYMONS								
		HHS DRIVER/ESCORT DRIVER	HHS								
		HHS NUTRITION DRIVER	HHS								
		HHS NUTRITION SITE WORKER	HHS								
		HIGHWAY SEASONAL	HIGHWAY								
		RECEPTIONIST	SYMONS								
20	aa	CAFETERIA WORKER	UW FOOD SERVICE	10.31	10.56	10.80	11.03	11.27	11.51	11.75	11.99
		CPR INSTRUCTOR	SYMONS								
		FIRST AID INSTRUCTOR	SYMONS								

RANGE	GRADE	JOB TITLE	DEPARTMENT	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
		RAQUETBALL INSTRUCTOR	SYMONS								
		WATER SAFETY INSTRUCTOR	SYMONS								
		WEIGHT TRAINING INSTRUCTOR	SYMONS								
15	ab	LIFEGUARD	SYMONS	9.55	9.78	10.00	10.21	10.44	10.66	10.88	11.10
10	ac	DAY CARE AIDE	SYMONS	8.84	9.06	9.26	9.45	9.67	9.87	10.07	10.28
5	ad			819	8.39	857	8.75	8.95	9.14	9.32	9.52
		MINIMUM WAGE									
		BATHROOM CLEANER	FAIR	\$ 7.25							
		CASHIER	FAIR	\$ 7.25							
		FOOD SERVICE WORKER	UW FOOD SERVICE	\$ 7.25							
		GRANDSTAND ORGANIZER	FAIR	\$ 7.25							
		MISCELLANEOUS WORKER	FAIR	\$ 7.25							
		TICKET TAKER	FAIR	\$ 7.25							
		SPECIAL NOTES									
		County Board Members	County Board	\$ 40.00	per County Board meeting						
		Committee Members	County Board	\$ 30.00	per Committee meeting						
		Fair Judge - General	Fair	\$50 for the first 4 hours worked then \$9 p/hr							
		Fair Judge - Beef	Fair	\$100 for the first 4 hours worked then \$9 p/hr							
		Fair Species Group Work	Fair	\$100 for the first 4 hours worked then \$9 p/hr							
		Fair Carcass Show Work	Fair	\$100 for the first 4 hours worked before noon then \$9 p/hr							
		Translator	HHS, Sheriff	\$ 35.00	per hour						
		Coroner	Coroner	\$95 p/call, \$25 for cremation only, \$115 for call plus cremation							
		Coroner Deputy	Coroner	\$95 p/call, \$25 for cremation only, \$115 for call plus cremation							
		Ambulance Crew Member - volunteer	Ambulance	\$ 20.00	per call						
		Ambulance Driver - volunteer	Ambulance	\$ 15.00	per call						
		Ambulance Backup crew weekdays	Ambulance	\$ 1.25	per hour						
		Ambulance Primary crew weekends & holidays	Ambulance	\$ 3.00	per hour						
		Corporation Counsel	Courthouse	\$ 75.00	per hour						
		Corporation Counsel	HHS	\$ 75.00	per hour						
		Sheriff	Sheriff	\$ 77,037.21	annual						
		County Clerk	County Clerk	\$ 77,026.95	annual						
		County Treasurer	Treasurer	\$ 62,327.61	annual						
		Register of Deeds	Register of Deeds	\$ 62,327.61	annual						
		Clerk of Court	Clerk of Court	\$ 62,327.07	annual						
		Family Court Commissioner	Family Court Commissioner	\$ 25,457.68	annual						
		Child Supprt Administrator/Assistant	D.A/Child Support	\$ 21,991.16	annual						
		BEYOND STEP 8 OF THE WAGE SCALE									
		Victim Witness Coordinator/Legal Secretary	District Attorney	\$ 21.73	Andrea Fields						
		HHS Business System Analyst 20-97 Supervisor	HHS	\$ 24.03	Sharon Pasold						
		HHS Social Worker Disability Benefit Specialist	HHS	\$ 23.27	Jodi Hines						

RANGE	GRADE	JOB TITLE	DEPARTMENT	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
		HWY Clerk	HWY	\$ 20.24	Cerresa Rose						

RANGE	GRADE	JOB TITLE	DEPARTMENT	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
375	P	PVH NURSING HOME & ASST LIVING ADMIN 18-36	ADMINISTRATION	39.16	40.08	40.99	41.90	42.81	43.72	44.63	45.54
370	O			37.07	37.93	38.79	39.65	40.51	41.38	42.24	43.10
365	N	PVH DIRECTOR OF NURSING Res 19-135	DIRECTOR	34.96	35.77	36.59	37.40	38.21	39.02	39.84	40.65
360	M			32.86	33.62	34.39	35.15	35.92	36.68	37.45	38.21
355	L	PVH RN MANAGER PVH RN MANAGER	CBRF REGISTERED NURSES	30.76	31.48	32.19	32.91	33.62	34.34	35.05	35.77
350	K	PVH RN SUPERVISOR Res 19-135	REGISTERED NURSES	28.66	29.33	30.00	30.66	31.33	32.00	32.66	33.33
345	J	PVH HUMAN RESOURCES DIR PVH SOCIAL SERVICE SUPR PVH REGISTERED NURSE Res 19-135	ADMINISTRATION SOCIAL SERVICES REGISTERED NURSES	26.57	27.18	27.80	28.42	29.04	29.65	30.27	30.89
340	I	PVH MAINTENANCE SUPERVISOR (7-17-18)	MAINTENANCE	24.47	25.04	25.61	26.17	26.74	27.31	27.88	28.45
335	H	PVH ADMINISTRATIVE ASST PVH ACTIVITY DIRECTOR PVH SOCIAL WORKER	ACCOUNTING OCCUPATIONAL THERAPY SOCIAL SERVICES	22.37	22.89	23.41	23.93	24.45	24.97	25.49	26.01
330	G	PVH FOOD SERVICE SUPERVISOR PVH MANAGER OF INFO SYSTEMS (Res 19-82) PVH LPN Res 19-135	DIETARY MEDICAL RECORDS LICENSED PRAC NURSES	20.26	20.73	21.20	21.68	22.15	22.62	23.09	23.56
325	F			18.16	18.59	19.01	19.43	19.85	20.28	20.70	21.12
320	E	FISCAL CLERK PVH MAINTENANCE WORKER PVH MEDICATION AIDE (Res. No. 18-69) PVH UNIT CLERK (7-17-18) PVH NURSING ADMIN ASST Res 19-135	ACCOUNTING MAINTENANCE LICENSED PRAC NURSES NURSING ASSISTANTS NURSING ASSISTANTS	16.06	16.44	16.81	17.19	17.56	17.93	18.31	18.68
315	D	PVH CNA NURSING ASSISTANT PVH CLERICAL ASSISTANT I (7-17-18) PVH HOUSEKEEPER LEAD PVH LEAD COOK (Res. No. 18-68) PVH UNIT CLERK	NURSING ASSISTANTS ADMINISTRATION HOUSEKEEPING DIETARY CBRF	13.97	14.29	14.62	14.94	15.27	15.59	15.92	16.24

[illegible]

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Strategic Challenges and Goals Tracking

Department	Administration	Presented By:	Clinton Langreck
Date of Meeting:	05 Jan 2021	Action Needed:	Motion on guidance or accept
Disclosure:	Open Session	Authority:	Committee Structure E
Date submitted:	22 Dec 2020	Referred by:	

Recommendation and/or action language:

Motion to accept report.

*Anticipating possible motions to “advise” and provide guidance.

Background: (preferred one page or less with focus on options and decision points)

Under authorities and responsibilities established through the County’s Committee Structure document the Finance and Personnel Committee is charged with:

E. The committee shall advise and supervise County administrative affairs in general with a view of bringing about proper coordination and cooperation between the various departments and agencies in the County to the end that the best business practices may be observed; that due efficiency may be maintained; and that the interests of the citizens of the County may best be served.

And with regards to Resolution No. 21-107 A Resolution approving the County Administrative Strategic Plan and Administrative Priorities, the Administrator intends to make routine reports to the Finance and Personnel Committee regarding the status and progress of meeting the goals.

It is anticipated the committee may take action to advise the Administrator by motion and defer to the County Board to confirm the intentions of the full body when needed.

Attachments and References:

Tracker (29 Dec 2020)	
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Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

No direct expenses, but may significantly influence project and funding decisions.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Finance and Personnel Committee

Agenda Item Cover

Strategic Plan Tracking and Reporting: 2020-2021					
Items:	Actions:	Status:			
Challenges for the County Administrator (18 month goals for		29-Sep-20	30-Oct-20	25-Nov-20	29-Dec-21
1. Develop a long-term strategic		Preliminary	Developing	Developing	Developing
	Meeting with SW Regional planning 28 Sep 2020				
	Utilization of Wi Statute 75.69(2) for strategic land development Ordinance / Policy Change to Follow				
	Received EAD Grant for Development Resiliency				
	Bagan Marketing and Tourism Focus Team Meetings				
	Scheduled dates for planning session				
2. Transition finance and HR from County Clerk's Office to the Administrator's Office		Preliminary	Developing	Developing	Developing
	Preliminary Discussion with Clerk 16 Sep 2020				
	Administrator moved office to Courthouse 23 Oct 2020				
	Administrative Transition Team has begun meeting: Nov 6th				
	Administrative Transition recommendation to F+P Dec 16th				
3. Make resolutions and ordinances available and organized on the		Preliminary	Preliminary	Preliminary	Preliminary
	HTML Richland CTY Website search tool -by MIS				
4. Develop more uniform HR policy and procedures		No Actions	No Actions	No Actions	No Actions
5. Implement a uniform performance review program		Preliminary	Developing	Developing	Developing
	Legal Research Defining relationships of Dept. Heads				
	Probation Review Administrator				
	Probation Review Economic Development Dir				
	Looking to confirmation of appointed department heads in Nov				
	Department Heads Confirmed on 17 Nov 2020				
6. Develop plan and funding for more broadband		Preliminary	Preliminary	Preliminary	Preliminary
	Meeting with SW Regional planning 28 Sep 2020				
	Scheduling meeting with John Bertz				
7. Develop finance and purchasing policy (increase admin authority on		Preliminary	Preliminary	Preliminary	Preliminary
	Investigating other counties				
	Amendment to Rle #14 expanding authority				
8. Develop new county board member orientation program		Preliminary	Preliminary	Preliminary	Preliminary
	Discussion and drafts				
9. Full review of county employee handbook, addendums and administrative manual		Preliminary	Preliminary	Preliminary	Preliminary
	Reviews in adjusting to Administrator Model				
10. Partner with Southwest Regional Planning in developing a county strategic plan		Developing	Developing	Developing	Actions Taken
	Meeting with SW Regional planning 28 Sep 2020				
	Plan on moving forward with EAD Grant Study				
	Received EAD Grant for Development Resiliency				
	Bagan Marketing Focus Team Meetings				
	Released Survey				
	Proposed Agreement Language to Administer Gran				
11. Develop policy and procedure to address complaints and investigations (Proposed by		Preliminary	Preliminary	Actions Taken	Incomplete?
	Discussion and draft with several supervisors				
	Department Review: Taking to County Board in January				
12. Develop compensation and classification plan (Proposed by Administrator)		Preliminary	Preliminary	Preliminary	Preliminary
	Policy draft for discussion 05 Jan 2021				

Recommended Cover Letter— County Administrator Langreck (20 May 2020)

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: *(Name of item to place on the open meeting agenda posting)*

Department	TREASURER	Presented By:	JULIE KELLER
Date of Meeting:	1/22/2021	Action Needed:	Vote to Approve
Disclosure:	Open or Closed Session	Authority:	
Date submitted:	1/18/2021	Referred by:	

Recommendation and/or action language: *(summarize action/s sought by committee, e.g. present a resolution, present an ordinance, receive and file information, approve expense or grant, etc.)*

Vote to approve the cancelling of stale checks that have been outstanding for more than one year.

Background: *(preferred one page or less with focus on options and decision points)*

Every year in January we cancel the outstanding checks that have been outstanding for more than one year which is now the 2019 outstanding checks with the total amount of \$ 136.01.

Attachments and References:

See Attached Listing	~example: drafted resolution for board
	~example: minutes of action from previous body

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
X	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Review:

Julie Keller _____

Department Head

Administrator, or Elected Office (if applicable)

THE FOLLOWING ARE STALE 2019 CHECKS AT RICHLAND COUNTY BANK TO BE WRITTEN OFF:

1/8/2021

2019 RICHLAND COUNTY BANK - STALE CHECKS

CHECK NUMBER	DATE	PAYEE/DEPT.	CHECK AMOUNT
7239	7/31/2019	CASEY DRISCOLL/CLERK OF CT	\$17.53
8295	9/19/2019	NICOLE HANDFELT/FAIR	\$21.00
8324	9/19/2019	EMILY KNOBLE/FAIR	\$1.75
8327	9/19/2019	BRANSON LOEFFELHOLZ/FAIR	\$1.50
8375	9/19/2019	COURTNEY SCHUNA/FAIR	\$1.50
8380	9/19/2019	LACY SEBRANEK/FAIR	\$1.25
8381	9/19/2019	TIM SEBRANEK/FAIR	\$1.50
8477	9/24/2019	BRADY EICK/FAIR	\$3.75
8478	9/24/2019	OLIVIA EICK/FAIR	\$4.00
8504	9/24/2019	JOHN HONER/FAIR	\$4.00
8542	9/24/2019	ABBIE KNOBLE/FAIR	\$2.75
8543	9/24/2019	DAKOTA KNOBLE/FAIR	\$5.00
8557	9/24/2019	KASSIDY MANCILLA/FAIR	\$3.25
8610	9/24/2019	AVERY SCHLESNER/FAIR	\$2.25
8620	9/24/2019	LOGAN SEBRANEK/FAIR	\$14.50
8621	9/24/2019	MACKENZIE SEBRANEK/FAIR	\$22.25
8622	9/24/2019	TYLER SEBRANEK/FAIR	\$16.75
8666	9/24/2019	TAYTE YOUNG/FAIR	\$1.75
8673	9/25/2019	KASSIDY MANCILLA/FAIR	\$3.75
8675	9/25/2019	TAYTE YOUNG/FAIR	\$4.00
8721	10/3/2019	JEREMY WANEK/TREAS.REFUND	\$1.98
		TOTAL	\$136.01

Julie Keller
Richland County Treasurer

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: *(Name of item to place on the open meeting agenda posting)*

Department	TREASURER	Presented By:	JULIE KELLER
Date of Meeting:	1-22-2021	Action Needed:	Vote to Approve
Disclosure:	Open or Closed Session	Authority:	
Date submitted:	1-18-2021	Referred by:	

Recommendation and/or action language: *(summarize action/s sought by committee, e.g. present a resolution, present an ordinance, receive and file information, approve expense or grant, etc.)*

Vote to approve cancelling of tax certificates that remain unpaid for 11 years.

Background: *(preferred one page or less with focus on options and decision points)*

Wisconsin Statute 75.20 requires the County Treasurer to cancel any tax certificate that remains unpaid for 11 years. When taxes go unpaid the County issues a tax certificate which is a lien on the real estate. For those that go unpaid 11 years, the County Treasurer is required to cancel these certificates. This is a process that we have done every year in January. The tax certificates that we are cancelling are for tax year 2008 as shown on attached list. In most cases these are contaminated properties that remain on the books as Richland County does not take tax deed to contaminated properties. The Owner Unknown parcels are no longer parcels after 2009. There are 2 parcels on the list that are in the tax deed process.

Attachments and References:

COPY OF REPORT	~example: drafted resolution for board
	~example: minutes of action from previous body

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
X	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Review:

Julie Keller _____

Department Head

Administrator, or Elected Office (if applicable)

1/8/2021

RE: **Statute 75.20** -Tax certificates shall be void after 11 years following December 31 of the year in which such certificates were dated.

The following tax certificates for Tax Year 2008 apply to the above statute and are to be written off:

<u>CERTIFICATE NUMBER</u>	<u>PARCEL NUMBER</u>	<u>TAX AMT</u>	<u>NAME</u>
34	002-2721-2100	\$61.23	Stacey Gander
73	006-0634-5300	\$2.00	Owner Unknown
179	006-4041-0009	\$3.59	Owner Unknown
180	006-4621-0000	\$3.59	Owner Unknown
380	020-0613-4100	\$4.71	Owner Unknown
429	022-0934-2100	\$60.11	Owner Unknown
528	028-1633-2100	\$2.39	Sylvan Creamery
578	030-2811-1100	\$615.57	C. Wilcox/Ron Nash
596	032-2220-0810	\$92.38	Robert Koechley
597	032-2220-0830	\$38.44	Robert Koechley
598	032-2220-0880	\$27.51	Robert Koechley
724	276-2100-0420	\$1,919.79	Timothy Crook
	TOTAL	\$2,831.31	

Julie Keller
Richland County Treasurer

CASH BALANCE HISTORY

	2013	2014	2015	2016	2017	2018	2019	2020
JANUARY	\$8,050,665.21	\$6,925,137.32	\$7,066,323.71	\$6,078,108.02	\$5,447,010.27	\$8,018,303.19	\$9,543,883.16	\$11,716,588.09
FEBRUARY	\$9,981,672.62	\$8,496,100.09	\$8,592,407.68	\$7,743,112.49	\$7,376,962.47	\$9,202,554.18	\$10,364,895.42	\$12,664,057.62
MARCH	\$9,977,308.75	\$8,540,644.18	\$8,650,296.04	\$7,899,929.04	\$6,654,599.38	\$9,142,209.89	\$10,727,961.25	\$12,793,506.26
APRIL	\$9,111,402.41	\$7,789,196.58	\$7,923,103.35	\$6,950,407.15	\$5,946,959.12	\$8,385,357.31	\$10,036,770.09	\$12,344,283.64
MAY	\$8,890,041.15	\$7,472,921.45	\$7,414,140.57	\$6,499,349.23	\$5,383,385.17	\$7,250,287.73	\$9,618,767.91	\$12,308,581.51
JUNE	\$7,970,526.07	\$7,509,464.99	\$6,789,851.35	\$5,752,225.50	\$4,451,103.22	\$7,093,184.38	\$9,520,508.94	\$12,242,011.03
JULY	\$14,059,202.54	\$13,005,705.60	\$12,072,884.72	\$10,478,351.86	\$9,560,594.21	\$13,141,528.18	\$15,432,791.06	\$17,872,254.40
AUGUST	\$7,105,446.68	\$7,312,289.27	\$6,301,050.96	\$5,266,829.12	\$4,554,244.78	\$7,573,108.74	\$9,744,696.28	\$12,420,159.39
SEPTEMBER	\$6,845,562.06	\$6,403,216.56	\$6,006,902.50	\$4,418,935.63	\$5,089,736.34	\$7,133,175.26	\$9,435,915.97	\$11,623,978.29
OCTOBER	\$6,188,015.73	\$6,751,594.94	\$5,074,860.95	\$3,678,970.93	\$4,939,696.86	\$6,647,089.88	\$8,826,385.54	\$12,012,006.64
NOVEMBER	\$6,505,931.75	\$6,796,964.37	\$5,378,798.68	\$4,041,446.06	\$6,099,117.17	\$6,792,480.83	\$9,538,141.40	\$12,118,826.82
DECEMBER	\$6,195,875.56	\$6,006,723.05	\$5,011,432.20	\$4,044,131.85	\$5,738,182.72	\$7,310,288.42	\$9,658,984.85	\$11,763,941.31

INTEREST ON INVESTMENTS**LOCAL GOVERNMENT INVESTMENT POOL**

	2019		2020	
	INTEREST	%	INTEREST	%
JANUARY	\$13,660.42	2.47%	\$11,941.80	1.61%
FEBRUARY	\$15,537.77	2.46%	\$13,859.06	1.62%
MARCH	\$18,199.50	2.47%	\$10,231.20	1.14%
APRIL	\$18,128.05	2.49%	\$4,490.08	0.51%
MAY	\$17,172.98	2.45%	\$1,739.98	0.20%
JUNE	\$15,702.21	2.42%	\$1,242.50	0.14%
JULY	\$18,214.39	2.38%	\$1,353.88	0.14%
AUGUST	\$19,338.86	2.17%	\$1,403.66	0.13%
SEPTEMBER	\$14,709.79	2.18%	\$1,055.33	0.13%
OCTOBER	\$12,916.13	1.92%	\$868.66	0.10%
NOVEMBER	\$10,767.79	1.71%	\$1,008.82	0.12%
DECEMBER	\$11,030.28	1.63%	\$911.14	0.10%
	\$185,378.17		\$50,106.11	

Average Interest Rate Per Year

2007	5.02%
2008	2.46%
2009	0.48%
2010	0.21%
2011	0.14%
2012	0.16%
2013	0.10%
2014	0.09%
2015	0.13%
2016	0.42%
2017	0.84%
2018	1.88%

			RICHLAND COUNTY		
			SALES TAX HISTORY		
	2018		2019		2020
JANUARY	\$75,556.90		\$102,699.41		\$106,038.84
FEBRUARY	\$109,829.73		\$107,110.07		\$97,945.44
MARCH	\$69,618.73		\$77,695.96		\$84,142.18
APRIL	\$58,896.08		\$65,799.10		\$97,802.81
MAY	\$104,776.55		\$104,845.20		\$95,550.07
JUNE	\$111,914.22		\$93,441.12		\$93,702.75
JULY	\$90,472.80		\$115,765.25		\$115,212.03
AUGUST	\$144,992.04		\$141,547.69		\$118,130.77
SEPTEMBER	\$82,147.04		\$65,911.85		\$125,223.23
OCTOBER	\$115,223.32		\$116,344.16		\$112,430.68
NOVEMBER	\$117,541.42		\$118,424.02		\$106,874.29
DECEMBER	\$90,551.80		\$82,231.43		\$118,731.62
TOTAL	\$1,171,520.63		\$1,191,815.26		\$1,271,784.71
ANNUAL SALES TAX REVENUE:					
2004	\$921,917.33				
2005	\$961,482.68				
2006	\$931,177.10				
2007	\$898,370.01				
2008	\$964,036.28				
2009	\$881,013.57				
2010	\$902,047.76				
2011	\$896,604.56				